



BYLAW 2017-33

Office Consolidation current as of September 13, 2021

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE COMMUNITY EVENTS COMMITTEE

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

1: TITLE

1.1. This bylaw shall be known as the Community Events Committee Bylaw.

2: INTERPRETATION

In this bylaw:

2.1. In this bylaw, “Committee” means the Community Event Committee.

2.2. Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

3: ESTABLISHMENT

3.1. The Community Event Committee is hereby established.

3.2. The purpose of the Committee is to approve community events in accordance with Community Events Policy AE002.

4: AUTHORITY

4.1. The Committee is authorized to:

- a) Review, evaluate, and approve or deny community event applications.
- b) Provide input on policies, procedures, and practices that govern community events and event producers.
- c) Establish working committees as required to implement committee initiatives.

5: MEMBERSHIP AND TERM

5.1. The committee shall be comprised of the following members:

- a) The Supervisor of Arts and Events (voting in the event of a tie)
- b) The Supervisor of Streets and Roads or designate (non-voting)
- c) The Supervisor of Parks or designate (non-voting)
- d) The Facility Booking Coordinator or designate (non-voting)
- e) One member from the Downtown Business Revitalization Zone
- f) Two community event producers who work closely with Arts and Events
- g) Three members of the public at large

5.2. Council shall appoint the three public members at Council’s annual organizational meeting.

- 5.3. The term of membership for public members shall be one year, beginning on the date following Council's annual organizational meeting and terminating on the date of annual organizational meeting one year later.
- 5.4. The number of consecutive terms served by a public member shall not exceed five (5) years.

6: ELIGIBILITY

- 6.1. To be eligible for public membership on the committee, a person must:
 - a) *Repealed 2021-19*
 - b) be a resident of or a second homeowner in Canmore; and
 - c) be at least eighteen years of age.
- 6.2. A public member is not eligible for continuing a term on the committee and/or for reapplying for the next subsequent term on that committee if the public member:
 - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the committee; or
 - b) ceases to meet the eligibility requirements set out in this bylaw.

7: RESIGNATIONS AND REMOVALS

- 7.1. Any public member may resign from the committee at any time by sending written notice to the committee chair.
- 7.2. If a vacancy occurs before Council's annual organizational meeting, Council may appoint a replacement for the remainder of the term.

8: MEETING SCHEDULE AND PROCEDURES

- 8.1. Quorum shall be a minimum of five members, including a simple majority of voting members.
- 8.2. The committee will meet at least three (3) times per year.
- 8.3. Public notice of a meeting will be provided on the Town's website at least 24 hours prior to the meeting.
- 8.4. The committee will conduct its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 8.5. The Supervisor of Arts and Events shall be the chair of the committee. All Town staff shall be non-voting members.
- 8.6. Matters will be decided by majority vote. A tied vote is defeated.

MEETING RECORDS

- 8.7. Agendas shall be made available to committee members at least three days prior to a meeting, and made available to the public at least one day prior to a meeting.
- 8.8. Minutes shall be prepared for every committee meeting and contain the following:
- a) The date, time and location of the meeting;
 - b) The names of all committee members present;
 - c) The name of anyone other than a committee member who participated in the meeting; and
 - d) Any motions made at the meeting, along with the results of the vote on the motion.
- 8.9. Questions and debate shall not be recorded in council committee minutes.
- 8.10. Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent of voting members, including, but not limited to, action items accepted by individual committee members.
- 8.11. Minutes of a meeting shall be adopted by motion at the next meeting convened.
- 8.12. Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.
- 8.13. Approved minutes shall be signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes shall be signed by the current presiding officer and recording secretary.

9: ENACTMENT/TRANSITION

- 9.1. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 9.2. This bylaw comes into force on the date it is passed.

FIRST READING: September 19, 2017

SECOND READING: September 19, 2017

THIRD READING: September 19, 2017

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for

convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2017-33 Community Events Committee

2021-19 Committee Omnibus Amendment Eligibility Requirements