



BYLAW 2017-16

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A COMMUNITY GRANT SELECTION 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 Grants Selection Committee Bylaw.

2: INTERPRETATION

2.1. In this bylaw, "Committee" means the Community Grants Selection 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 Grants Selection Committee is hereby established.

3.2. The purpose of the Committee is to allocate community grant funding in accordance with the Town's Community Grants Policy.

4: AUTHORITY

4.1. The Committee is authorized to:

- a) Evaluate the eligibility of applications received for community grants funding; and
- b) Determine funding allocations.

4.2. The Committee shall report biannually to Council:

- a) The names of successful applicants, descriptions of their projects, and the amount of funding awarded;
- b) The process used for allocating grant funding; and
- c) Final reported outcomes of the projects or events funded through community grants.

5: MEMBERSHIP AND TERM

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

- a) one Council representative;
- b) the Manager of Community Social Development;

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- c) one administrative representative from the Arts and Events department or the Event Permitting function (non-voting); and
- d) two members of the public.

5.2. Council shall appoint public members and the Council member at Council's annual organizational meeting.

5.3. The term of membership for public members shall be 1 year, beginning on the date following Council's annual organizational meeting and terminating on the date of annual organizational meeting two years later.

5.4. The number of consecutive terms served by a public member shall not exceed 5 years.

6: ELIGIBILITY

6.1. To be eligible for public membership on the Committee, a person must:

- a) be legally residing in Canada;
- b) be a resident 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 simple majority of voting members.

8.2. The Committee will meet a minimum of 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.

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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 Manager of Community Social Development shall be the chair of the Committee.

8.6. Matters will be decided by majority vote. A tied vote is defeated.

9: MEETING RECORDS

9.1. 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.

9.2. 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.

9.3. Questions and debate shall not be recorded in committee minutes.

9.4. Minutes of a meeting shall be adopted by motion at the next meeting convened.

9.5. 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.

9.6. 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.

10: ENACTMENT/TRANSITION


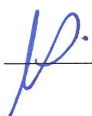
10.1. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

10.2. This bylaw comes into force on the date it is passed.

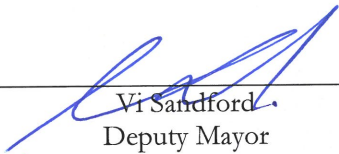
FIRST READING: March 7, 2017

SECOND READING: March 7, 2017

THIRD READING: March 7, 2017

Bylaw approved by:  

Approved on behalf of the Town of Canmore:



Vi Sandford
Deputy Mayor

Mar 13, 2017
Date



Cheryl Hyde
Municipal Clerk

March 8, 2017
Date

Bylaw approved by: CT _____