

**CITY OF COLD LAKE**  
**BYLAW xxx-BD-19**

**A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE COMMUNITY GRANT ADVISORY COMMITTEE**

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

**WHEREAS** Council wishes to establish Cold Lake Community Grant Advisory Committee within the City of Cold Lake;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

**SECTION 1 - TITLE**

- 1.1 This Bylaw shall be cited as the “Cold Lake Community Grant Advisory Committee Bylaw”.

**SECTION 2 - DEFINITIONS**

In this Bylaw:

- 2.1. “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires;
- 2.2. “Committee” means the Cold Lake Community Grant Advisory Committee as provided for in this Bylaw;
- 2.3. “Council” means the Mayor and Members of Council of the City of Cold Lake;
- 2.4. “Member of Council” means an elected member of the Council of the City of Cold Lake;
- 2.5. “Organizational Meeting of Council” means. The annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;
- 2.6. “Recording Secretary” means a person appointed to the position of recording secretary of the Committee;
- 2.7. “Simple Majority” means more than 50% of votes or persons;
- 2.8. “Staff Advisor” means a person appointed by the Chief Administrative Officer to the position of staff advisor to the Committee; and

**SECTION 3 - ESTABLISHMENT**

- 3.1 A Committee is hereby established pursuant to section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

**SECTION 4 – MANDATE**

- 4.1 The mandate of the Committee is to review funding requests that address a community service need and make recommendation to Council for funding which aligns with established grant and sponsorship programs, within budgeted allocations for the programs, including:
- 4.1.1 Policy No. 202-AD-16, Community Capital Project Grant
- 4.1.2 Policy No. 097-RC-07, Recreation and Culture Grant (as amended)

- 4.1.3 Additional facility discounts under section 3.6.2 of Policy No. 154-RC-14, Facility Booking Discounts.
- 4.1.4 Policy No. XXX-AD-19, Donation and Sponsorship Program Policy (newly proposed)
- 4.2 The Committee shall
  - 4.2.1 receive grant applications (in accordance with specific grants established through City policies),
  - 4.2.2 review the grant applications to determine whether they satisfy the criteria established by the City policies (including where deemed appropriate by the Committee hearing directly from the applicants),
  - 4.2.3 provide Council with a recommendation including short summary of funding requests, whether it adheres to the grant policy, and amount of support.
- 4.3 The Committee acknowledges that the final decision to fund and determination of the grant allocation would be made by Council, in Council's sole discretion.

## **SECTION 5 - MEMBERSHIP**

- 5.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
  - 5.1.1 Two (2) Members of Council; and
  - 5.1.2 Two (2) member-at-large members shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment. However, if one of these positions becomes vacant, and there are no suitable applicants for Committee positions that are between the ages of 16 and 24 years, Council may either (1) appoint an application who is not between the ages of 16 and 24 to that vacant position, or (b) leave the position vacant until an application is received from a suitable application that is between the ages of 16 and 24.
- 5.2 All persons appointed as members of the Board shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

## **SECTION 6 - TERM OF OFFICE**

- 6.1. The term of office for the Board members-at-large shall be for a maximum of two (2) years,
  - 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
  - 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2. The term of office for the Member of Council shall be for a maximum of two (2) years,
  - 6.2.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
  - 6.2.2 expiring at the time of a general election, by resolution of Council or such time as the Member of Council ceases to be on the City of Cold Lake Council.
- 6.3. Council may reappoint any member of the Committee to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Committee.
- 6.4. 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.

- 6.5. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.6. Council may, with reason; request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.7. Any member may resign from the Committee at any time upon sending a written notice to the City Executive Secretary advising of the resignation and the effective date.

**SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON**

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2. The Member of Council and staff advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
  - 7.4.1. presiding at the regular and special meetings of the Committee;
  - 7.4.2. direction and control of the operation of the Committee;
  - 7.4.3. direct consultation with the Staff Advisor, and
  - 7.4.4. providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the staff advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
  - 7.5.1. fulfilling the duties of the chairperson in his or her absence; and
  - 7.5.2. acting as the spokesperson for the activities of the Committee
- 7.6. Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

**SECTION 8 - ROLE OF STAFF**

- 8.1. The Chief Administrative Officer (CAO) may appoint a Staff Advisor and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2. The role of the CAO or Staff Advisor, would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee mandate set out in Section 4.1.
- 8.3. The duties of the Recording Secretary, or the Staff Advisor where a Recording Secretary is not appointed, shall consist of:
  - 8.3.1. Attendance at all regular and special meetings for the Committee;
  - 8.3.2. Attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
  - 8.3.3. To prepare and provide an agenda to the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and

- 8.3.4. To perform all other administrative duties as may be assigned by the Committee from time to time.

**SECTION 9 - REMUNERATION AND EXPENSES**

- 9.1. Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2. The Committee Chairperson may make a formal request to Council to remuneration and reimbursement of any traveling and living expenses where Council requests a Committee Member to attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any Committee Member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

**SECTION 10 – MEETINGS**

10.1. Regular and Special Meetings:

- 10.1.1. The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
- 10.1.2. A regular meeting of the Committee shall generally be held once a month, at a time and place determined by the Committee, but may be changed from time to time at the Committee’s discretion *as long as notice is provided for in accordance with section 195 of the **Municipal Government Act**.*
- 10.1.3. Special meetings may be called on twenty-four (24) hours’ notice by the chairperson or at the request of a simple majority of the members of the Committee *as long as notice is provided for in accordance with section 195 of the **Municipal Government Act**.*

10.2. Minutes:

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary or a member of the Committee if a Recording Secretary has not been appointed by the CAO. Copies of all minutes shall be filed with the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

10.3. Report

The Chairperson, in consultation with the Staff Advisor if this position has been appointed by the CAO, shall prepare an annual report for Council on the activities of the Committee, which must include an evaluation of each member desiring reappointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience of the applicants recommended for membership.

10.4. Quorum

- 10.4.1. A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee, one of whom shall be either the chairperson or vice-chairperson.
- 10.4.2. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 10.4.3. Only those Committee members present at a Committee meeting shall vote on any matter before the Committee and in the event of a tie, the motion shall be lost.

10.5. Delegations

- 10.5.1. Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72)

hours of the meeting of the Committee at which that person wishes to be heard.

10.5.2. Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

10.5.3. Notwithstanding section 10.5.1 and 10.5.2, Council may appoint liaison(s) from local or regional interest groups to attend Committee meetings to provide information. The requirements under sections 10.5.1 and 10.5.2 shall not apply to liaisons appointed by Council.

10.6. Rules of Procedure

The Committee may make rules as are necessary for the conducting of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

**SECTION 12 – DUTIES OF THE COMMITTEE**

12.1. In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.

12.2. The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.

12.3. The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.

12.4. Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

**SECTION 13 - ENACTMENT**

13.1 This bylaw shall take effect on the date of passing third and final reading.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_ day of \_\_\_, A.D. \_\_\_, on motion by Councillor \_\_\_.

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_ day of \_\_\_, A.D. \_\_\_, on motion by Councillor \_\_\_.

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_ day of \_\_\_, A.D. \_\_\_, on motion by Councillor \_\_\_.

Executed this \_\_\_ day of \_\_\_, 2019

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**