
A BYLAW OF THE TOWN OF WESTLOCK, IN THE PROVINCE OF ALBERTA, TO ACT AS AN ADVISORY BODY TO COUNCIL REGARDING THE OPERATION OF THE COMMUNITY EVENTS COMMITTEE.

WHEREAS pursuant to Sections 145(a) and 146(b) of the Municipal Government Act; R.S.A. 2000, c. M-26, Statutes of Alberta, and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees, and

WHEREAS Council wishes to establish a Community Events Advisory Committee to advise and actively participate in the coordination and promotion of community events that showcase the Town of Westlock.

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, the Council of the Town of Westlock, duly assembled, enacts as follows:

1. TITLE

This bylaw may be cited as "Community Events Advisory Committee."

2. DEFINITIONS

The following terms are defined below:

- 2.1. "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.
- 2.2. "Administration" means the employees of the Town of Westlock.
- 2.3. "Chair" means the Chair of the Community Events Advisory Committee as appointed by Council pursuant to this Bylaw.
- 2.4. "Committee" means the Community Events Advisory Committee.
- 2.5. "Council" means the Council of the Town of Westlock.
- 2.6. "Councillor" means the member(s) of Council appointed to the Committee at the annual Organizational Meeting.
- 2.7. "Director, Community Services" means the individual appointed to that position and employed by the Town of Westlock.
- 2.8. "Member" means a member of the Community Events Committee appointed pursuant to this bylaw.
- 2.9. "Municipal Clerk" means the individual appointed to that position and employed by the Town of Westlock.
- 2.10. "Organizational Meeting" means the meeting held annually for Council to appoint Councillors to various Boards and Committees.
- 2.11. "Town" means the Municipal Corporation of the Town of Westlock.
- 2.12. "Town Liaison" means the person appointed to that position and employed by the Town of Westlock.
- 2.13. "Westlock Region" means the Town of Westlock, Village of Clyde and Westlock

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3. ESTABLISHMENT

The Community Events Advisory Committee is hereby established with the following responsibilities:

- 3.1. Create an Annual Plan for community events within the allocated budget.
- 3.2. Evaluate and advise based on budget, community surveys, volunteer feedback, and vendor feedback on Committee-related events.
- 3.3. Encourage other community groups and residents of Westlock to actively become involved in the organization of community events.
- 3.4. In coordination with the Town Liaison, ensure that all available media outlets, including social media, are actively used for promotion of events and recruitment of volunteers.
- 3.5. Support the Town's Strategic Plan by assisting the Town Liaison as required in promoting events organized by the Committee.
- 3.6. Contribute to the promotion and advertising of local community events organized by groups other than the Community Events Advisory Committee.
- 3.7. Meet with interested groups who want to partner on community events.
- 3.8. Ensure all Committee documentation is made available to community members, Council, and Administration upon request.
- 3.9. The Committee shall not direct work or expend funds. The Town Liaison will direct funds specifically allocated by Council.

4. MEMBERSHIP AND TERM

The members of the Committee should include a cross-section of the community of Westlock as well as a Councillor. Public members must be residents of the Westlock Region.

- 4.1. The Committee will consist of up to seven (7) members, including one (1) member from Council (with an alternate), one (1) member from the Community Services Department, one (1) from FCSS and up to four (4) public members.
- 4.2. Public member appointments shall be for a two-year term. The Chair, through the Town Liaison shall advise the Municipal Clerk in writing of any Committee resignations.
- 4.3. Councillor appointments shall be for a one-year term, with Council appointing a representative and alternate at each scheduled Organizational Meeting.
- 4.4. The appointed Council member shall be the Committee Chair
- 4.5. The Committee will utilize individuals outside the appointed membership to help fulfill its responsibilities.
- 4.6. The Committee shall appoint a Vice-Chair and Secretary.
- 4.7. If an appointed member is absent from three (3) consecutive meetings without being excused by a majority vote of the Committee, the position shall be deemed

forfeited by the member; and, the Chair shall advise the Municipal Clerk in writing of same.

- 4.8. Appointed members will be contacted by the Municipal Clerk prior to the expiration of their term and will need to re-apply for an additional term.

5. MEETINGS AND QUORUM

- 5.1. The Committee shall hold regular meetings quarterly at the location identified by the Town Liaison. Meetings will not be held in July and August. A special meeting may be called by:
- A majority of the voting members, in writing,
 - The Chair, or
 - Town Liaison
- 5.2. For a Committee Meeting quorum to be achieved, more than half of the current members, including the Chair or Vice-Chair, must be present. If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to next scheduled meeting.

6. FUNCTIONS AND RESPONSIBILITIES

6.1. Chair

The Chair shall be a member of Council, appointed at the annual Organizational Meeting for a period of one (1) year. Responsibilities include the following:

- Chair all regular Committee meetings, and any special meetings of the Committee, according to the agenda and time available,
- Ensure all discussion items end with a decision, action, or definite outcome,
- Orientation of new members, in coordination with the Town Liaison,
- Act as spokesperson for the Committee, with guidance from the Town Liaison,
- Provide updates from Council to the Committee on issues relevant to the Committee's purpose,
- Represent Council as a whole, and
- Update Council on Committee activities as required.

6.2. Vice Chair

The Vice-Chair shall be elected by the Committee for a period of two (2) years.

Responsibilities include:

- Provide support to the Chair, and
- Lead Committee meeting when it Chair is not available.

6.3 Secretary

The Secretary shall be elected by the Committee for a period of two years.

Responsibilities include:

- Take minutes at each meeting,
- Distribute minutes to all Committee members and Town Liaison within a week of the meeting once the minutes have been reviewed by the Chair.

6.4 Event Member

The role of the event member is to:

- With the Town Liaison, review the previous year's event evaluations and assist in the organization of the events,
- Recruit volunteers to assist with planned events,
- Review past and current event budgets,
- Attend Committee meetings and provide relevant updates on the event plans to the Committee,
- Recruit, coordinate, and assist volunteers during the planned event, and
- Provide input for a written evaluation of the events and present evaluation to the Committee.

7. ADMINISTRATIVE SUPPORT

7.1. Staff resources shall be coordinated through the Town Liaison to the Director of the appropriate department, who will ensure resources are allocated as required and reasonable.

7.2. Town Liaison will:

- Be responsible for coordinating, advising, and executing all aspects of the Committee related plans and events as needed,
- Schedule meetings and notify Committee members,
- Prepare agendas in consultation with the Chair, and distribute the agenda one week prior to the meeting,
- Act as the liaison between Administration and the Committee,
- Prepare annual events presentation for Council in collaboration with the Chair,
- Coordinate event advertising, and
- Coordinate sponsorship requests.

7.3 Resources will be allocated in accordance with the annual budget, with the Town Liaison authorizing all Committee expenditures through the Director of Community Services.

8. FORCE AND EFFECT

8.1 Bylaw 2021-21, Community Events Committee Terms of Reference and amendments thereto are hereby repealed.

8.2 This Bylaw shall take full force and effect on third and final reading.

Read a first time this 27th day of May 2024

Read a second time this 27th day of May 2024

Unanimous consent for third and final reading this 27th day of May 2024

Read a third time and passed this 27th day of May 2024

Signed by Mayor and CAO this 27th day of May 2024


Mayor Jon Kramer


CAO Simone Wiley