

**VILLAGE OF STIRLING  
IN THE PROVINCE OF ALBERTA  
Bylaw No. 511-21  
Community Events Committee Bylaw**

**A BYLAW OF THE VILLAGE OF STIRLING  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A 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 Committee to advise and actively participate in the coordination and promotion of community events that showcase the Village of Stirling;

**NOW THEREFORE**, the Council of the Village of Stirling, duly assembled, enacts as follows:

**1. Title**

The title of this Bylaw shall be the "Community Events Committee Bylaw".

**2. Definitions**

2.1 In this bylaw the following terms shall have the meanings shown:

- a) "Citizen-at-large" means a person who does not represent a specific organization.
- b) "Committee" means the Community Events Committee.
- c) "Committee Chair" means the Chairperson of the Community Events Committee.
- d) "Committee Secretary" means the Secretary and is responsible for taking and drafting meeting minutes and agendas for the Community Events Committee.
- e) "Council" means Council for the Village of Stirling.
- f) "Member" means a member of the Community Events Committee.
- g) "Special Event" means a Village Sponsored Event which is not regularly occurring.
- h) "Village Sponsored" means any event for which the Village of Stirling applies a budgetary allotment towards.
- i) "Village of Stirling" means the Village of Stirling within its corporate boundaries.

**3. Purpose of the Committee**

3.1 As a Committee of Council the Community Events Committee will be responsible for planning of Events as decided upon by Council.

3.2 The Committee shall provide input on Events and help Council with the decision making process around Village sponsored regularly planned events; Village sponsored Special Events; and other Village Sponsored Events the Committee wishes to present to Council as possible Events.

#### **4. Appointment of Committee Members**

4.1 The Committee shall comprise seven members. The composition shall be as follows:

- a) Up to two Members of Council; and
- b) Up to one Resident of the County of Warner; and
- c) Five Citizens-at-large who are residents within the Village of Stirling; and
- d) One staff person of the Village of Stirling Administration and Operations Department will attend meetings in an advisory capacity to the Committee.

4.2 All Committee members will be appointed by Council based on applications at a regularly held meeting of Council.

4.3 Council members will be selected at the annual boards and committee selection meeting.

#### **5. Terms of Appointment**

5.1 Unless otherwise stated, all Citizen-at-large members are appointed for not more than a three-year term.

5.2 If a vacancy on the Committee occurs Council may make a new appointment at the next regular Council meeting following the posting for the vacancy.

5.3 A Member may be re-appointed to the Committee at the expiration of his/her term.

5.4 A Member may resign from the Committee at any time on written notice to the Village of Stirling Council.

5.5 Council may remove any member at the recommendation of the Committee should the member fail to participate meaningfully in the committee.

#### **6. Chairperson**

6.1 The Chairperson of the Committee shall:

- a) be assigned by a majority vote of the Committee members at the first meeting of the Committee;
- b) chair all regularly scheduled meetings of the Committee; and
- c) report to Council on the activity of the Committee during their Council Committee reports during regularly scheduled Council meetings.

#### **7. Secretary**

7.1 The Secretary shall be a member of the committee and assigned by a majority vote of the Committee members at the first meeting of the Committee.

7.2 The Secretary shall:

- a) prepare all Committee meeting agendas and ensure they are sent to all members prior to the meeting; and
- b) shall document minutes and provide minutes of each meeting for approval by the Committee.

## **8. Meetings**

- 8.1 The first meeting shall be established by Council after the acceptance of appointments by Committee members.
- 8.2 A schedule of meetings shall be established by the Committee at the first meeting.

## **9. Quorum and Voting**

- 9.1 Quorum shall be met with at least four members present for the meeting.
- 9.2 Voting on items will occur when Quorum is present. Should the Committee fail to achieve Quorum the items may be discussed by members present, but no voting can occur.

## **10. Policies and Procedures**

- 10.1 All Committee Members will be required to adhere to the Committee Member code of conduct and sign the form from Appendix B of Bylaw 507-20 Council Code of Conduct Bylaw.
- 10.2 All Village of Stirling Bylaws shall be adhered to by the Committee, which would apply to any activity being performed by the committee.
- 10.3 All relevant Provincial and Federal Enactments apply to the activities performed by the Committee.

## **11. Conflict of Interest**

- 11.1 Where a member of the Committee is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the member may absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
  - declares that he or she has a conflict of interest; and
  - describes in general terms the nature of the conflict of interest.
- 11.2 The Chairperson shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 11.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
  - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
  - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

## **12. Pecuniary Interest**

- 12.1 The pecuniary interest provisions of the MGA apply to all members of the Committee while attending meetings of the Committee, as though they were Councillors attending meetings of Council.
- 12.2 A Committee member who fails to declare a pecuniary interest in a matter before the Committee, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Committee.

### 13. Budget

- 13.1 The budget for events is not a budget of the Committee. The Committee will be able to make recommendations towards the Village Operating Budget to Council through the Chairperson during Council Committee Reports held at regular Council meetings.
- 13.2 Administration of all expenses incurred by the Village of Stirling Administration for any event shall be managed solely by the Village Administration at the direction of Council.

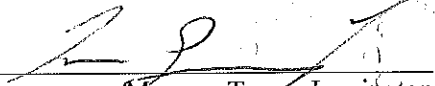
### 14. Rules of Order

- 14.1 The Committee shall make its own procedural rules, having due regard for the principles of procedural fairness.

READ A FIRST TIME THIS THE 21 DAY OF APRIL 2021.

READ A SECOND TIME THIS THE 5 DAY OF MAY 2021.

READ A THIRD TIME THIS THE 5 DAY OF MAY 2021.

  
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Mayor—Trevor Lewington

  
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Chief Administrative Officer—Scott Donselaar