



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1677

COUNCIL COMMITTEES BYLAW

Consolidated to 1677D – March 25, 2025

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BYLAW 1677

COUNCIL COMMITTEES BYLAW

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA TO ESTABLISH COUNCIL COMMITTEES

WHEREAS, section 145 (a) of the Municipal Government Act, R.S.A. 2000, c. M-26, enables Council to pass bylaws in relation to establishing council committees;

NOW THEREFORE, the Council of the Town of Cardston, duly assembled, enacts as follows:

PART I - TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION

TITLE

- 1)** This bylaw shall be known as the “Council Committees Bylaw” of the Town of Cardston.

PURPOSE

- 2)** The Purpose of this Bylaw is to establish standing committees of council within the Municipality of the Town of Cardston, and the rules of order which govern committee business.

DEFINITIONS

- 3)** In this bylaw, words have the meanings set out in the *Municipal Government Act*, R.S.A. 2000, c. M-26, except that:
 - (a)** **Act** or **MGA** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - (b)** **Administration** means the administrative and operational arm of the Municipality, comprised of the various departments and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - (c)** **Annual Organizational Meeting of Council** means the meeting held annually no later than two weeks after the third Monday in October where Council, amongst other activities, appoints members to various Council Committees;
 - (d)** **Chair, Chairman** or **Chairperson** means the person elected to preside over meetings of Council or a Council Committee and includes the Mayor or Deputy Mayor when

presiding a Council meeting;

- (e) Committee or Council Committee** means a committee, board or other body established by Council; but does not include an assessment review board, a development appeal board, or a joint jurisdiction committee where Council has appointed Members; and in a section of this bylaw relating to a specific Committee means that specific Committee;
- (f) Committee Terms of Reference** means the mandate, scope, role, objectives, and deliverables of the Council Committee;
- (g) Council** means the Council of the Town of Cardston.
- (h) Freedom of Information and Protection of Privacy Act or FOIP** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;
- (i) Majority Vote** means the vote of more than half of the Members present and voting at a properly called meeting at which a quorum is present;
- (j) Member** means an elected Member of Council or a voting Member of a Committee;
- (k) CAO** means the Chief Administrative Officer appointed by Council or the person designated by the Chief Administrative Officer to carry out a particular duty; and
- (l) Vice-Chair, Vice Chairman or Vice-Chairperson** means the person elected to preside over a Committee meeting in the absence of the Chair or Chairperson.

RULES FOR INTERPRETATION

- 4)** The table of contents, marginal notes and headings in this bylaw are for reference purposes only.

PART II – COUNCIL COMMITTEES

ESTABLISHMENT

- 5)** Council does hereby establish those Committees as set out in the Terms of Reference attached to and forming part of this Bylaw.

ACCOUNTABILITY

- 6)** Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 7)** The primary purpose of all Council Committees is to focus on furthering the strategic priorities of the sitting Council in relation to their respective committee mandates.



AD-HOC COMMITTEES

- 8)** Council may establish ad-hoc committees of Council for specific purposes, by resolution, at a Regular Council Meeting, or Council Committee of the Whole Meeting.
- (a)** Ad-hoc Committees shall be sub-committees of the Council Committee of the Whole that address issues of limited scope that may require special or immediate attention, as determined by Council.
- (b)** The establishing resolution must include:
- i.** The mandate/purpose of the ad-hoc/sub-committee;
 - ii.** The composition of the ad-hoc/sub-committee;
 - iii.** Duties and powers of the ad-hoc/sub-committee;
 - iv.** Meeting frequency; and,
 - v.** Dissolution date of the ad-hoc/sub-committee.
- (c)** Ad-hoc committees shall not be permitted to endure longer than one year from the date of the meeting in which they are established by resolution. The resolution may specify they be dissolved at the completion of their mandate, or by a specified date, but unless otherwise specified they shall be disbanded at the next Organizational Meeting of Council, regardless of whether or not they have completed their mandate.
- (d)** Ad-hoc Committees shall submit a monthly report to the Council Committee of the Whole.

COUNCIL COMMITTEE SUB COMMITTEES

- 9)** A Council Committee may—if authorized by their terms of reference—establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Council Committee.
- (a)** Sub-committees shall be established by resolution of the respective committee as in 8(b) above.
- 10)** A Council Committee cannot delegate any of its authorities to a sub-committee.

MEMBERSHIP *(Amended by 1677A)*

- 11)** Members of all Council Committees must be approved by resolution of Council.
- (a)** Members of sub-committees must be approved by resolution of the respective Council Committee.
- 12)** All parties interested in sitting on a Council Committee shall complete and submit an *Application for Volunteer Agencies, Boards, or Committees (ABC's)* with the Town of Cardston attached hereto in Appendix A.

- (a)** As volunteer position vacancies occur on committees, or as new committees are created, The Town will advertise the vacancies to the public and request that applications for the positions be submitted.
 - (b)** All committees must provide the Town with a list of vacancies that will need to be filled in the coming year by the end of September 15th of each year.
 - (c)** The Town will advertise these vacancies through the normal channels as determined by the advertising bylaw. The committee may then review the applications or nominations received and select those applicants or nominees which would best suit the committee. If there are no appropriate submissions, the committee will be encouraged to solicit for candidates to apply.
 - (d)** The committee will submit their list of potential candidates to Council for approval. Council will have the opportunity to approve the list as a whole or to approve an amended list without the names of applicants they deem to be inappropriate. Council will not prioritize the list of applicants.
 - (e)** The individuals will be contacted in order of priority set by the committee until the vacancy is filled.
 - (f)** Ad hoc committees will abide by this section as the committees are formed and only if they have positions for members at large.
 - (g)** All volunteers shall serve and be governed according to this bylaw and respective terms of reference.
 - (h)** Service for members at large on committees is voluntary with no remuneration unless the regulations of the committees allow remuneration.
- 13)** Any member of the Committee who is absent from three consecutive meetings of a Committee shall (unless such absence be caused through illness or be authorized by resolution of the Committee entered upon its minutes) forfeit their office and another member shall be appointed by Council for the remainder of the term of office.
- 14)** Council may, within 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, and any member of the Committee may resign therefrom at any time upon sending a written notice to that effect to the Secretary of the Committee.

ADMINISTRATIVE SUPPORT

- 15)** The CAO may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a)** Administrative Liaison(s) - Town staff who have knowledge related to the Committee mandate and who work in an area related to the terms of reference of the Committee, and who will:
 - i.** Attend all meetings of the Committee to which they are assigned or appoint a delegate;
 - ii.** Work with the Chair in developing the meeting agendas;
 - iii.** Provide advice and expertise in regard to municipal services, legislative, regulatory, industry best practices, and policy to the issues being considered;
 - iv.** Coordinate the attendance of other Town staff to attend the meeting to provide background and other information on the topics on the agenda;
 - v.** Provide administrative recommendations as required; and
 - vi.** Develop an annual orientation for each Committee.
 - (b)** Administrative Support - Town staff who work in an area related to the terms of reference of the Committee and who provide administrative and recording secretary support which may include:
 - i.** Compiling and distributing Committee agendas;
 - ii.** Providing procedural support and expertise to meeting processes, including:
 - iii.** Drafting resolutions;
 - iv.** Recording formal motions and action items of the Committee;
 - v.** Working with the Administrative Liaison to ensure the outcome of items are reported back to the Committee;
 - vi.** Ensuring processes are followed as per the Council Procedure Bylaw;
 - vii.** Preparing minutes of all meetings and distributing such minutes; and
 - viii.** Assisting with the orientation of new Members of the Committee.



PART III – COMMITTEE MEETINGS

MEETINGS AND MEETING PROCEDURE

16) The Town of Cardston Council Procedure Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the respective Committee Terms of Reference.

(a) Any Committee established by means other than this bylaw shall also be governed by the Council Procedure Bylaw, unless a variance is specifically provided in each Committee's respective establishing bylaw.

17) Regular Committee Meetings shall be held according to each committee's terms of reference.

18) Special meetings may be called by resolution at a regular meeting, or on twenty-four hours' notice by the Chairman, or at the request of any three members of a Committee.

19) All meetings will follow a prepared agenda which must be accepted by motion at the beginning of each meeting.

20) Minutes of all meetings shall be kept by the Secretary of the Committee.

(a) Minutes of regular meetings and all special meetings must be provided and approved by motion at the next regular meeting.

(b) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary of each Committee.

(c) All approved meeting minutes shall be submitted to the CAO so they may be presented to Council.

21) A quorum of any Committee shall be a majority of members of the Committee.

22) The Chairman shall have a vote on any question and in the event of a tie, the motion will be lost.

23) Committee members will conduct themselves in accordance with the provisions of the Committee Member Code of Conduct contained within the Code of Conduct Bylaw.

24) Except as otherwise specified in this Bylaw, no Committee or Member has the:

(a) Power to pledge the credit or course of action of the Town

MEMBER CONDUCT

(Amended by 1677D)

POWER OF AUTHORITY

or enter into any agreement on behalf of the Committee or the Town;

- (b) Power to authorize any expenditure to be charged against the Town without prior approval by Council;
- (c) Authority to act administratively (e.g. direct staff or set mandates outside of assigned roles).

PART IV – TERMS OF REFERENCE

SCHEDULES

25) The following Terms of Reference contained in the schedules attached hereto form part of this bylaw:

- (a) Schedule A – Parks and Recreation Advisory Committee;
- (b) Schedule B – Citizen of the Year Committee;
- (c) *(Repealed by 1677D)*
- (d) Schedule D – Policing Committee;
- (e) Schedule E – Policy Review Committee;
- (f) Schedule F – Cardston-Kainai Pow Wow Committee;
- (g) Schedule G – 4 Mayors and CAO's;
- (h) *(Repealed by 1677C)*
- (i) Schedule I – Golf Course Advisory Board;
- (j) *(Repealed by 1677D)*
- (k) Schedule K – Intermunicipal Collaboration Framework (ICF) Committee;
- (l) Schedule L – Family and Community Support Services (FCSS) Board; and,
- (m) Schedule M – Indigenous Relations Liaison Committee.

EFFECTIVE DATE **26)** This Bylaw shall come in force upon the date of its third and final reading.

REPEAL **27)** Bylaws #1584, #1663, #1665, #1672, # 1676, #1683, #1706 and all amendments thereto are repealed.

Received First Reading this 24 day of January, 2023

Received Second Reading this 14 day of February, 2023

Received Third & Final Reading this 14 day of February, 2023

Signed by the Mayor and the Chief Administrative Officer this 15 day of February, 2023

Amended by bylaw #1677A on this 10th day of October, 2023

Amended by bylaw #1677B on this 27th day of February, 2024

Amended by bylaw #1677C on this 9th day of April, 2024

Amended by bylaw #1677D on this 25th day of March, 2025

TOWN OF CARDSTON

Maggie Kronen

MAYOR – *Maggie Kronen*

Jeff Shaw

CHIEF ADMINISTRATIVE OFFICER – *Jeff Shaw*



SCHEDULE “A”

TERMS OF REFERENCE

PARKS AND RECREATION ADVISORY COMMITTEE

1) MANDATE/PURPOSE

To advise and pursue matters pertaining to the parks and green spaces as well as programming concerning recreation for the Town of Cardston and participating area municipalities.

2) COMPOSITION OF COMMITTEE

The Committee shall consist of 7 members approved by Town Council and consist of the following:

- (a)** 1 – Member of the Council of the Town of Cardston
- (b)** 6 – Members at large, of whom one should reside in Cardston County and the remaining 5 should reside in the Town of Cardston

The Chairman of the said Committee shall be chosen at the annual organization meeting being held each December; A Vice Chairman and a Secretary shall also be chosen at that time. In the event of resignation of the Chairman prior to December, the Vice Chairman shall assume that role until the next annual organization meeting.

3) TERM OF OFFICE

- (a)** The maximum term of office for any member, excepting members of the Committee from Council, shall be two consecutive terms, at which time the member must retire for a period of at least one year. A term is defined as 2 years.
- (b)** In the event of a vacancy occurring, the person appointed to fill such a vacancy shall hold office for the remainder of the term concerned in the vacancy which has arisen.

4) DUTIES AND POWERS

- (a)** The Committee may appoint sub-committees to deal with any special phase of matters coming within the scope and jurisdiction of the Committee as herein set forth.
- (b)** The purpose of the Committee shall be generally to plan, develop, implement, evaluate, and advise as to matters pertaining to parks, green spaces, beautification, recreation programming, facilities, events, and any other matter pertaining to the Parks and Recreation department whereby the Foreman is requesting input on said matter. The level of support provided shall be determined by the Committee and Town Council as deemed to be in the general interest of the Town and its residents.

SCHEDULE “A”

- (c)** The Committee shall exist to advise and make recommendations to the Parks and Recreation Foreman and/ or Town Council. This Committee does not have the powers requisite to pass bylaws or to bind the Town or its employees.
- (d)** The Committee shall, in co-operation with other agencies, be concerned with the promotion and development of those programs pertaining to Parks and Recreation.
- (e)** In the interest of a well-balanced, co-ordinated Parks & Recreation program, the Committee shall co-operate with and encourage all organizations: public, private, civic, social, and religious, within its jurisdiction, which are supporting, promoting, and working for Parks & Recreation in the broadest application.
- (f)** The Committee shall hear and consider representation by an individual, organization, or delegation of citizens with respect to Parks & Recreation or community activities, and when empowered by this by-law or the policy manual, act on such recommendation arising there from as the Committee shall deem to be in the general interests of all citizens. If the specific item is outside of the specified powers of the Committee, the item must be referred to Council with accompany advising recommendations from the Committee.
- (g)** Any budgetary requirements by the committee for programming or capital expenses, shall be included in the annual budget prepared and submitted by the Parks and Recreation Foreman.
- (h)** The Committee shall make complete annual reports to the Town Council and other reports from time to time as requested.
- (i)** The Committee shall send all correspondence or memos under the signature of the Parks and Recreation Foreman.
- (j)** All participants or observers in programs sponsored by the Parks and Recreation Committee shall conduct themselves in a professional manner.
- (k)** The Director or staff of a Town-operated program or services may refuse the right of entry into the building or upon the grounds to any person because of improper conduct, or unfit to be there.

5) MEETINGS

- (a)** Regular meetings of the Committee shall be held at least quarterly or as decided by the Committee, with the time and place of such regular meetings to be determined by the Committee at its first meeting, which may be changed by the Committee from time to time as said Committee may deem advisable.

SCHEDULE “B”

TERMS OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

1) DEFINITIONS

For the purposes of these terms of reference:

- (a) Cardston Community:** means the Town of Cardston and residents of the Town of Cardston.
- (b) Committee:** The members of the Citizen of the Year Committee and Citizen of the Year Selection Sub-committee.
- (c) Nominator:** a person who submits a nomination for someone to be considered for an award.
- (d) Nominee:** a person who is proposed or formally entered as a candidate for an award;
- (e) Public Knowledge:** knowledge that is available to anyone, knowledge that has been publicized on the news.
- (f) Term:** One year.

2) MANDATE/PURPOSE

- (a)** Organize and facilitate annual recognition awards for outstanding contributions to the Town of Cardston.

3) COMPOSITION OF COMMITTEE & SUBCOMMITTEE

The Committee will be composed of a standing committee of two (2) members who may form a “Citizen of the Year Selection Sub-committee” of five (5) members annually, specifically for the selection of the award recipients for that year. Committee members may also sit on the sub-committee.

(a) Composition of Committee

- i.** 1 – Elected official from the Town of Cardston
- ii.** 1 – Administrative Support

(b) Composition of Sub-Committee

- i.** 1 – The Elected Official assigned to the Committee
- ii.** 4 – Citizens at Large (*preferably resident award recipients from previous years*)

The Elected Official is the chair of the committee and the sub-committee.

If an award is not granted in any given year, a citizen at large will be called to fill the vacancy on the sub-committee.

4) TERM OF OFFICE

- (a)** A maximum of 2 consecutive terms for sub-committee members.
- (b)** As assigned by Council for the Elected Official.

5) DUTIES AND POWERS

- (a)** The sub-committee must be totally *impartial*.
- (b)** All final decisions made by the sub-committee must be *unanimous*.
- (c)** Voting on the nominations will be done by secret ballot.



SCHEDULE “B”

- (d) The information used by the sub-committee to arrive at a decision should be based primarily on the documentation provided by the nominators, rather than personal familiarity with the persons being discussed. The sub-committee’s discussion should focus on how well the nominators demonstrate that the nominee fulfills the criteria for the award.

6) MEETINGS

- (a) The sub-committee must meet the week before the August Civic Holiday in order to allow for plaques to be made in time to present to the chosen nominees and all parade details to be finalized by Town employees.

7) NOMINATION AND COMMITTEE RULES

- (a) There may be up to five awards each year: Citizen of the Year; Lifetime Achievement Award; Youth Citizen of the Year, and two Neighbour of the Year Awards – one for the County and one for the Blood Reserve.
- (b) Nominations will be collected on the form prepared by the committee, who will determine the appropriate award category for each nominee.
- (c) Each award may be jointly awarded to multiple individuals if the contribution in the nominations was a collaboration between two or more people.
- (d) Elected officials will be excluded from nomination.
- (e) Town Staff may be nominated for contributions made to the community outside their regular work responsibilities.
- (f) Previous awardees for the Citizen of the Year and Neighbour of the Year may be considered for re-nomination if there are new contributions to consider. The other categories can only be awarded once per person.
- (g) The contributions considered for nomination must be provided in Cardston or the Cardston area, and the contribution must have been provided within the past year, except for the Lifetime Citizen Achievement Award and the Young Citizen of the Year.
- (h) Those nominees who have had more than one person submit a nomination on their behalf will be given greater attention by the committee than those with only one nomination. We therefore encourage nominators to encourage others to nominate the same person they do.
- (i) A nominator must not be a member of the nominee’s immediate family, within two generations (parents, siblings, aunts, uncles, first cousins, or grandparents).
- (j) The recognized contributions considered for nomination may be a part of the nominee’s normal occupation, but should be for service that goes beyond the normal scope of duties required by the employer, and it must be demonstrated how the service advances the Vision of Town Council.
- (k) The Committee shall maintain confidentiality during all aspects of the nomination and selection process, and shall at no time reveal the names of any nominee, nominator, or members of the selection sub-committee, nor shall they divulge any details from discussions held by the committee. Confidentiality during this process is necessary to protect the spirit and intent of the award, and facilitate a fair and objective selection process.
- (l) If no nominations are received for any award category in a given year, or if significant contributions are not made, the award may not be granted. The sub-committee has the right to determine if the contributions are significant enough to qualify for the award.



SCHEDULE “B”

- (m)** Nominations declared sufficient that are not selected for an award in the year they are submitted will be retained for 4 more years and reconsidered by the subcommittee for the same award in subsequent years.

8) CRITERIA FOR NOMINATION

General Criteria

The following Criteria is applicable to all awards categories. Nominations will be scored and given preference based on whether the nominee:

- Is currently a resident of the Town of Cardston (except for Youth and Neighbour awards)
- Has made a significant contribution to the Cardston community
- Is an inspirational role model for community members
- Makes a positive impact on the Cardston community
- Brings recognition to the Town of Cardston through contributions or achievements made in or from out of Town
- Advances the Vision of Town Council

Citizen of the Year Award

- Must be 20 years or older.
- Significant contribution must have been made within a year of nomination.
- Volunteer work or other contributions made in the past 5 years may be taken into consideration to enhance a nomination.

Lifetime Achievement Award

- Must be at least 50 years old.
- Must have been a resident of Cardston for at least the past 20 years.
- Must demonstrate a long-term commitment to the enhancement of the Cardston community through a variety of events, organizations, initiatives, committees, etc.

Youth Citizen of the Year Award

- Must be under 20 years old.
- May be a resident of Cardston or the immediately surrounding area if they attend school in Cardston, Mountain View or Spring Glen.
- Contribution may be made to the Cardston community or to their school through service or fundraising, helping with school or community events, participating in the Hope Squad or other school initiative, helping other members of their school or community, or by participating in other school or community events or service projects.

Neighbour of the Year Award

- Must be 20 years or older.
- Significant contribution must have been made within a year of nomination.
- Must have been a resident of either Cardston County or the Blood Reserve when the contribution was made.



SCHEDULE “D”

TERMS OF REFERENCE

POLICING COMMITTEE

1) MANDATE/PURPOSE

Deliberate on policing priorities in the Town of Cardston.

2) COMPOSITION OF COMMITTEE:

- (a)** At least two (2) elected officials from the Town of Cardston
- (b)** 1 – CAO of the Town of Cardston
- (c)** RCMP
- (d)** 1 – Community Peace Officer from the Town of Cardston

3) TERM OF OFFICE

As assigned at the organisational meeting of Council.

4) DUTIES AND POWERS

Discuss items of importance or concern in the community in regards to policing.

5) MEETINGS

As needed.



SCHEDULE “E”

TERMS OF REFERENCE

POLICY REVIEW COMMITTEE

1) MANDATE/PURPOSE

To review the policies of the Town of Cardston Council and make recommendations for revisions, new policies, or the rescinding of old, obsolete, or outdated policies.

2) COMPOSITION OF COMMITTEE

(a) 2 – Elected officials from the Town of Cardston

(b) 1 – CAO of the Town of Cardston

3) TERM OF OFFICE

Town Council Members will be approved at the annual Organizational Meeting of Council.

4) DUTIES AND POWERS

The Committee has the authority to make recommendations to Council on matters of policy only.

5) MEETINGS

The Committee shall meet at least once a year but may meet as needed. Meetings will be called by the CAO.



SCHEDULE “F”

TERMS OF REFERENCE

CARDSTON – KAINAI POW WOW COMMITTEE

1) MANDATE/PURPOSE

The purpose of the Committee shall be generally to plan, prepare for, and carry out a cooperative pow wow program within the Town of Cardston, in keeping with the pow wow’s founding motto “Neighbors Sharing a Vision”.

- (a)** The Pow Wow’s motto shall be carried out by building bridges between two cultures through the performing arts, showcased in a cultural event.
- (b)** The type and scope of each year’s pow wow shall be determined annually.

2) COMPOSITION OF COMMITTEE:

- (a)** The committee will not exceed 8 voting members and shall be composed of at least:
 - i.** One elected official from Blood Tribe government.
 - ii.** One elected official from The Town of Cardston Council, and;
 - iii.** Additional members at large may be approved by the committee, as long as at least 50% are from the Blood Tribe (maximum 3 additional members) and 50% from Town (maximum three additional members) and the total number does not exceed 6 additional members for a total maximum of 8 on the committee (inclusive of elected officials as per 2(a)i. and 2(a)ii.).
 - iv.** The composition will be approved each year at the first meeting of that calendar year, which is to be no later than February 28.
- (b)** In principle, a quorum of the Committee shall be 50% +1 of the members of the committee.
- (c)** Quorum may be achieved by the use of electronic communications provided that the medium allow for the remote member to have a reasonable and accurate knowledge of the proceedings of the meeting.
- (d)** The Chair and Vice Chair of the Committee shall be chosen at the initial meeting of the year as per 2(a)iv above. The Chair and Vice Chair must be one from the Town and once from the Blood Tribe. The specific role to be determined by the Committee.
- (e)** In the event that a Chair resigns prior to the initial annual meeting, the Vice Chair shall assume that role until the next annual organization meeting.

3) TERM OF OFFICE

- (a)** Elected officials on the committee will be as appointed by their respective Councils.
- (b)** The term of all committee members shall be at least one year except in an election year.

4) DUTIES AND POWERS

- (a)** The Committee may appoint sub-committees to deal with any special type of matters coming within the scope and jurisdiction of the Committee and set out herein.



SCHEDULE “F”

5) MEETINGS

- (a)** Regular meetings of the committee shall be held once monthly or as determined by the committee.
- (b)** The regular location(s) of all Committee meetings shall be determined at the initial annual meeting.

6) BUDGET

In the interest of a well-organized, coordinated Pow Wow program, the Committee shall have confirmation of all necessary funding prior to the last day in February of the year in which the pow wow is to be held.

- (a)** Any funding which is unconfirmed at that date shall not be used in that year’s budgeting.
- (b)** A basic principle is for Town and Blood Tribe to bring matching funds to the Pow Wow Account.
- (c)** A yearly surplus will be rolled over in the Pow Wow account.

7) COMMUNICATION

- (a)** The committee shall establish official letterhead stationary to be used for official business purposes.

8) VOTING

- (a)** Electronic voting will be possible when no other means to obtain a vote is deemed possible.
- (b)** If a member votes on a matter remotely, the vote is only valid if stated or communicated during the time that the meeting is called to order.



SCHEDULE “G”

TERMS OF REFERENCE

4 MAYORS AND CAO’S

1) MANDATE/PURPOSE

The 4 Mayors and CAO’s committee is an inter-municipal Committee of the Mayors and CAO’s of Cardston, Magrath, Raymond and Stirling to address common issues between the four municipalities.

2) COMPOSITION OF COMMITTEE

- (a)** 1 – Mayor of the Town of Cardston
- (b)** 1 – Mayor of the Town of Magrath
- (c)** 1 – Mayor of the Village of Raymond
- (d)** 1 – Mayor of the Village of Stirling
- (e)** 1 – CAO of the Town of Cardston
- (f)** 1 – CAO of the Town of Magrath
- (g)** 1 – CAO of the Village of Raymond
- (h)** 1 – CAO of the Village of Stirling

3) MEETINGS

Quarterly, hosted by each of the member municipalities as follows:

First Quarter – Stirling
Second Quarter – Raymond
Third Quarter – Magrath
Fourth Quarter – Cardston



SCHEDULE “H”

TERMS OF REFERENCE

TOURISM AND ECONOMIC DEVELOPMENT ADVISORY BOARD

1) MANDATE/PURPOSE

To plan, implement and evaluate the tourism and economic development program for the Town of Cardston. The Advisory Committee will support community, cultural, educational, economic and recreational endeavours of a nature that will attract tourists and investment to Cardston and area. The Advisory Committee will provide leadership in the marketing of the Town of Cardston.

2) COMPOSITION OF COMMITTEE

The Tourism and Economic Development Advisory Committee shall consist of eight (8) members with representation as follows:

- (a)** 1 – Town of Cardston Elected Official;
- (b)** 1 – Cardston County Elected Official;
- (c)** 1 – Chamber of Commerce Representative;
- (d)** 4 – Members at large (Adult Residents of the Town of Cardston who shall be appointed by resolution of Council)

3) TERM OF OFFICE

- (a)** For the purpose of the establishment of the Advisory Committee, member at large appointments shall, in the first year, be made on a staggered basis whereby one member at large is appointed for a three-year term, one member at large is appointed for a two-year term and one member at large is appointed for a one-year term. After the first year, all Terms of Office for the Members at large will be 2 years with a maximum of 2 consecutive terms, at which time the member must retire for a period of at least 1 year.
- (b)** In the event of a vacancy occurring, the person appointed to fill such vacancy shall hold office for the remainder of the term concerned in the vacancy which has arisen.
- (c)** The members of the Tourism and Economic Development Advisory Committee shall elect one of themselves as chairman, and one of themselves as Vice-Chairman to hold office for a term of two years from date of election. The Town will provide a member of Town Administration to serve as the secretary of the Committee.
- (d)** When a new Member at Large is to be appointed, the Committee will review the submitted applications and make a recommendation to Council to approve that member to the Committee.



SCHEDULE “H”

4) DUTIES AND POWERS

- (a)** Annually, and prior to October 31st, the Advisory Committee shall submit to the Town Council a budget of established expenditures and revenues for the following year with respect to all matters over which the Advisory Committee has jurisdiction.
- (b)** The Advisory Committee shall make complete annual reports to the Town Council and other reports from time to time as requested.

5) MEETINGS

- (a)** Regular meetings of the Advisory Committee shall be held at least semi-annually while endeavouring to meet quarterly, with the time and place of such regular meetings to be determined by the Advisory Committee at its first meeting, and may be changed by the Advisory Committee from time to time as said Advisory Committee may deem advisable.



SCHEDULE “I”

TERMS OF REFERENCE

GOLF COURSE ADVISORY BOARD

1) MANDATE/PURPOSE

This is a non-decision making public committee that advises on matters pertaining to the overall operation of the Lee Creek Golf Course within the Municipality of the Town of Cardston. The committee will also provide advice on the future of the Lee Creek Golf Course and any other matters which relate to the challenge of continued improvements of this excellent community facility including: strategic planning and capital infrastructure improvements.

2) COMPOSITION OF COMMITTEE

The Committee shall consist of five (5) voting members who have an interest and/or expertise regarding the management and operation of a successful golf course. These voting members shall consist of:

- (a)** 1 – Elected Official of the Town of Cardston;
- (b)** 4 – Members at large from the community;

3) TERM OF OFFICE

- (a)** Term of appointment for committee members will be 2 years. Council will appoint or reappoint members of the Committee.
 - i.** Committee member terms must be staggered so that no more than 2 voting member's terms will be up for renewal in the same calendar year.
- (b)** Length of term for the Elected Official on the committee will be at the will of the Mayor and Council.

4) MEETINGS

Meetings will be at the call of the Council Liaison.



SCHEDULE “K”

TERMS OF REFERENCE

TOWN OF CARDSTON INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE

1) MANDATE/PURPOSE

To negotiate on behalf of the Town in all negotiations between the Town of Cardston and Cardston County on the *Town of Cardston-Cardston County Intermunicipal Collaboration Framework (ICF) Committee*.

2) COMPOSITION OF COMMITTEE

The ICF committee shall be comprised of:

- (a)** 1 – Mayor of the Town of Cardston
- (b)** 2 – Other members of Council
- (c)** 1 – Chief Administrative Officer of the Town of Cardston

3) TERM OF OFFICE

The membership on the Committee shall be renewed or reassigned annually at the Organizational Meeting of Council.

4) PROTOCOLS

The ICF Committee must align their mandate with the requirements outlined in:

- (a)** Part 17.2 of the Municipal Government Act;
- (b)** Alberta Regulation 191/2017: Intermunicipal Collaboration Framework Regulation.

Negotiation Protocols shall be as set out in Schedule “K-2”: *Town of Cardston-Cardston County Intermunicipal Collaboration Framework (ICF) Committee Terms of Reference* signed on the 12th of April, 2021.

5) MEETINGS

Annually, as established in the *Town of Cardston-Cardston County Intermunicipal Collaboration Framework (ICF) Committee Terms of Reference*.

SCHEDULE “K-2”

TERMS OF REFERENCE

TOWN OF CARDSTON – CARDSTON COUNTY INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE

See attachment: *Town of Cardston-Cardston County Intermunicipal Collaboration Framework (ICF) Committee Terms of Reference*, signed by the Mayor of Cardston, and the Reeve of Cardston County on the 12th of April, 2021.



SCHEDULE “L”

TERMS OF REFERENCE

FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) BOARD

1) MANDATE/PURPOSE

To implement and pursue a Family & Community Support Services program for the Town of Cardston and participating municipalities.

2) COMPOSITION OF COMMITTEE

The Board shall consist of nine (9) members, who shall be appointed by resolution of Council and consist of the following:

- (a)** 1 - Elected Official form the Town of Cardston.
- (b)** 1 - Elected Official form the Cardston County, as they so designate.
- (c)** 1 - Elected Official form the Village of Glenwood, as they so designate.
- (d)** 1 - Elected Official form the Village of Hill Spring, as they so designate.
- (e)** 5 - Members at large.
 - i.** Two (2) members should reside in Cardston County.
 - ii.** Three (3) members should reside in the Town of Cardston.

3) TERM OF OFFICE

- (a)** The maximum term of office for any member, excepting the members of the Board from the four respective Councils, shall be two consecutive terms, at which time the member must retire for a period of at least one year. All members shall remain in office until their respective successors are appointed.
 - i.** A term is defined as 2 years.
 - ii.** In the event of a vacancy occurring, the person appointed to fill such a vacancy shall hold office for the remainder of the term concerned in the vacancy which has arisen.
- (b)** The Chairman of the said Board shall be chosen at the annual organization meeting held during the first meeting of each year.
 - i.** A Vice Chairman shall also be chosen during the organization meeting.
 - ii.** The Secretary of the Board will be appointed by the Town of Cardston.
 - iii.** In the event of resignation of the Chairman prior to the organization meeting, the Vice Chairman shall assume that role until the next annual organization meeting.



SCHEDULE “L”

4) DUTIES AND POWERS

- (a)** Neither the said Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever.
 - i.** Neither the said Board, nor any member thereof, has any power to authorize any expenditure which is not a previously budgeted item to be charged against the Town of Cardston.
- (b)** No Director of the FCSS Board or any officer employed by the Town of Cardston or any appointed member of a Committee who works in any department under the scope of the Bylaw shall conduct themselves in an unprofessional manner, by the use of obscene or improper language, or other conduct injurious to the moral tone and well-being of the services provided under this Bylaw.
- (c)** All participants or observers in programs sponsored by the FCSS Board shall conduct themselves in a professional manner.
- (d)** The Director or staff of a town-operated program or service may refuse the right of entry into the building or upon the grounds to any person because of improper conduct, or because they are designated unfit to be there.

5) ROLE OF THE BOARD

- (a)** The Board may appoint sub-committees as needed to deal with any special matters within the scope and jurisdiction of the Board.
- (b)** The Board’s jurisdiction shall encompass the Town of Cardston & District.
 - i.** The Town may, when found beneficial, enter into agreements with other jurisdictions.
- (c)** The purpose of the Board shall be generally to plan, develop, implement, and evaluate a FCSS program within the mandates established by the Family and Community Support Services Association of Alberta (FCSSAA).
 - i.** The Board shall work with the Town Council, CAO, and appointed staff and shall operate in the best interest of the Town of Cardston, the participating municipalities, and all their municipalities’ residents.
- (d)** The Board shall work with the FCSS Director and Town Administrative staff to set and approve an annual budget for the FCSS program.
 - i.** Town Administration shall work with the FCSS Director and shall set the internal programming and administration budget amounts.
 - ii.** The Board shall make recommendations, adjustments, and approve funding amounts for the external programming and the remainder of the internal budget amounts not set by Town Administration, or any other budget items brought to the Board for recommendations.
 - iii.** Annually and prior to March 31st, the Board shall submit to the Town Council a budget of established expenditures and revenues for the next following year with respect to all matters over which, under the terms of this Bylaw, the Board has jurisdiction.

SCHEDULE “L”

- (e)** The Board shall have the power to make regulations and policies as it may deem necessary from time to time, provided such regulations and policies are within the scope of the Bylaw, the FCSS Regulations, and any or all regulations set forth by the Province of Alberta or by the FCSSAA.
 - i.** Copies of all regulations, policies, bylaws, and acts shall be filed with Town Administration.
- (f)** The Board shall, in conjunction with other agencies, be concerned with the promotion and development of any or all programs pertaining to FCSS.
- (g)** In the interest of a well-balanced, coordinated FCSS program, the Board shall co-operate with and encourage all public, private, civic, social, and religious organizations within its jurisdiction that support, promote, and work for FCSS within its mandate.
 - i.** The Board shall hear and consider representation by an individual, organization, or delegation of citizens with respect to FCSS and act on any recommendations arising therefrom as determined by resolution of the Board.
 - (1)** If the specific item is outside of the specified powers for the Board, the item shall be recommended to Town Council with an accompanying Request for Decision.
- (h)** The Board shall make complete annual reports to the Town Council and other reports from time to time as requested.
- (i)** The Board shall establish letterhead stationary to be used for official business purposes.

6) ROLE OF THE FCSS DIRECTOR

- (a)** The Town of Cardston shall hire a Director to oversee the FCSS program and internal affairs of the program.
 - i.** The FCSS Director shall be an employee of the Town of Cardston.
 - (1)** The FCSS Director shall be hired by the Chief Administrative Officer (CAO) or designate.
- (b)** The Director shall function in an administrative and advisory role to the Board.
- (c)** The Director shall be responsible to advise the Board on matters pertaining to FCSS regulations and Provincial regulations governing programs.
- (d)** The Director shall gather and prepare applications, reports, budgets, or any other information required by the Board to carry out its duties.
 - i.** The Director shall give an opinion on the suitability of funding for such applications based on budget and/or regulations.
- (e)** The Director shall meet with any stakeholders wishing to access funding or support from the FCSS Board to determine eligibility.
 - i.** The Director will only take applications and requests to the Board for approval that meet eligibility requirements.
 - ii.** The Director will advise any stakeholders on budget restraints.



SCHEDULE “L”

- iii.** The Director shall not approve any funding or support requests without approval from the Board.
- (f)** The Director shall liaise with the Town Administration respecting management of FCSS funds and transfer to the Town.
- (g)** The Director shall coordinate any training, meeting, or conference attendance on behalf of the Board members.
- (h)** The Director shall liaise with the Province of Alberta to ensure that contracts regarding FCSS funding are current and compliant.
- (i)** The Director shall fulfill, on behalf of the Board, all other administrative duties as outlined in this Bylaw, or any other policies regarding FCSS, or in the FCSS Director job description as ratified by the Town Administration.
- (j)** Concerns regarding conduct or performance of the FCSS Director shall be directed by the Committee Chairman or Town of Cardston Council representative to the Town CAO.

7) MEETINGS

- (a)** Regular meetings of the Board shall be held on the 1st Wednesday of every month at 7:00pm and may be changed by the Board at any time by a resolution of the Board.

8) DEFINITIONS

In these Terms of Reference:

- (a)** “**District**” means the area established by the Provincial Government that FCSS serves including the participating municipalities of Cardston County, the Village of Glenwood, and the Village of Hill Spring.
- (b)** “**FCSS**” means Family & Community Support Services.
- (c)** “**FCSSAA**” means the Family and Community Support Services Association of Alberta.
- (d)** “**Member At Large**” means a member of the public appointed by Council to a Board pursuant to this Bylaw.
- (e)** “**Town**” means the Town of Cardston.



SCHEDULE “M”

TERMS OF REFERENCE

INDIGENOUS RELATIONS LIAISON COMMITTEE

1) MANDATE/PURPOSE

To serve as designated representatives for the Town for establishing and maintaining communication for mutual understanding and cooperation with neighbouring indigenous communities.

2) COMPOSITION OF COMMITTEE

The Committee shall consist of three (3) members from the Town of Cardston with representation as follows:

- (a)** 2 – Elected officials of the Town of Cardston, appointed by resolution of Council.
- (b)** 1 – Administrative support.

3) TERM OF OFFICE

The membership on the Committee shall be renewed or reassigned annually at the Organizational Meeting of Council.

4) DUTIES AND POWERS

- (a)** The purpose of the Committee is for the sitting members to serve as designated representatives (liaisons) between the Town and neighbouring Indigenous groups.
- (b)** The Committee’s mandate is to communicate Council’s intentions with neighbouring Indigenous groups, and report back to Council with recommendations on how to best engage in all matters, including proper procedure and protocol. The Committee will make recommendations on how Council can best approach fostering positive relations with our Indigenous neighbours.
- (c)** The Committee may work in cooperation with the Truth and Reconciliation Committee, and Pow Wow Committee, and provide recommendations as appropriate to help them fulfill their respective mandates.

5) MEETINGS

The Committee will meet as needed.

6) DEFINITIONS

For the purposes of these terms of reference:

- (a)** “Indigenous” shall mean all aboriginal First Nations, Inuit, or Métis.

Application for Volunteer Agencies, Boards, or Committees (ABC) with the Town of Cardston

- Be a permanent resident living within the municipal boundaries of the Town of Cardston (*unless a specific ABC calls for intermunicipal collaboration within its membership*).
- Be available to meet with the ABC at all regular meetings.
- Ability to provide unbiased representation and work for the best interest of the Town.

Please fill out the following information and return the application by dropping it off at the Town office, faxing it to 403-653-2499, or emailing it to info@cardston.ca. Not all applications may be immediately selected to a board, but the application will be kept on file for future vacancies.

Name:	
Address:	
Phone:	Email:

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APPENDIX “A”

What skills would you bring to the ABC? Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Nonprofit Experience / Management |
| <input type="checkbox"/> Community Relations/Networking | <input type="checkbox"/> Strategic Thinking / Planning |
| <input type="checkbox"/> Finances/Accounting | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Business Experience |

Why are you interested in volunteering on the ABC?

What experience or education would you bring to the ABC that would be beneficial and make you an effective committee member?



APPENDIX "A"

Are there any days and/or times weekly that you are not available to meet?

If so, then please indicate:

Any other notes or information that may be helpful in considering the application?

Signature of Applicant

Date

