



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

**BYLAW 1677**

**COUNCIL COMMITTEES BYLAW**

# TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA

## BYLAW 1677

### COUNCIL COMMITTEES BYLAW

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

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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.



**COUNCIL  
COMMITTEE OF  
THE WHOLE 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 through the local newspaper, television channel, website, and social media accounts requesting 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 15<sup>th</sup> 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)** No member of this Committee shall conduct themselves in an unseemly manner in committee meetings or in public, by the use of obscene or improper language or other conduct injurious to the purpose of a committee.

Committee members shall:

**(a)** Not use their position to secure special privileges, favors, or exemptions for themselves, their relatives, or any other

### MEMBER CONDUCT

*(Amended by 1677A)*

person, but shall at all times serve the public interest.

- (b) Subject to any legal requirement to the contrary, act in the best interest of the Committee.
- (c) Discharge their powers, duties, and functions honorably, faithfully, and conscientiously.
- (d) Have respect for and endeavor to conduct all of the Board's business in accordance with applicable legislation and policies.
- (e) Endeavor to become knowledgeable about the Board's business, and any legal or policy issues applicable to the Board's business.
- (f) Respect the powers, duties, and functions of fellow Board members and board employees
- (g) Treat fellow Board members, employees, and members of the public with respect, honesty and fairness.
- (h) Declare any conflict of interest when it is appropriate to do so.
- (i) Safeguard any confidential information which comes before the Board and respect the requirements of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 or its successor, and any legislation which creates or establishes the Board, or creates legal requirements which are specific to the Board.

## **POWER OF AUTHORITY**

- 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 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)** Schedule C – Cardston/Cardston County Donation Joint Council Committee;
- (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)** Schedule H – Tourism and Economic Development Advisory Board;
- (i)** Schedule I – Golf Course Advisory Board;
- (j)** Schedule J – Truth and Reconciliation Committee;
- (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 10<sup>th</sup> day of October, 2023

TOWN OF CARDSTON

***Maggie Kronen***

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MAYOR – *Maggie Kronen*

***Jeff Shaw***

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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) MANDATE/PURPOSE

- (a) Organize and facilitate annual recognition awards for outstanding citizens in the Town of Cardston.

#### 2) 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 six (6) 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 – Town Staff

##### (b) Composition of Sub-Committee

- i. 1 – The Elected Official assigned to the Committee
- ii. 1 – Previous year’s Citizen of the Year
- iii. 1 – Previous year’s Life Time Achievement Award Recipient.
- iv. 3 – Citizens at Large

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

#### 3) TERM OF OFFICE

- (a) Max. of 2 terms for sub-committee members.
- (b) As assigned by Council for Elected Official.

#### 4) DUTIES AND POWERS

- (a) The sub-committee must be totally *impartial*.
- (b) All decisions made by the sub-committee must be *unanimous*.
- (c) The information used by the sub-committee to arrive at a decision should be based primarily in 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.
- (d) Nominations must be kept confidential from the nominee and the general public until a decision has been made by the judges until the day of presentation. Once nominees have been notified and they have accepted it becomes public knowledge.



# SCHEDULE "B"

## 5) MEETINGS

- (a) The sub-committee must meet prior to July 15<sup>th</sup> 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.

## 6) NOMINATION AND COMMITTEE RULES

- (a) There will be three awards: Citizen of the Year; Lifetime Achievement Award; and, Youth Citizen of the Year.
- (b) Elected officials, Town staff, and previous awardees will be excluded from nomination.
- (c) 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.
- (d) 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.
- (e) The information used by the committee to arrive at a decision should be based primarily in the documentation provided by the nominators, rather than personal familiarity with the persons being discussed. The Committee's discussion should focus on how well the nominators demonstrate that the nominee fulfills the criteria for the award.
- (f) A nominator must not be a member of the nominee's immediate family, within two generations (parents, siblings, aunts, uncles, 1st cousins, or grandparents).
- (g) 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
- (h) The nomination must be kept confidential from the nominee until a decision is made by the judges.
- (i) All nominations, except those awarded the recognition, shall remain confidential.
- (j) The Committee and its members shall remain confidential.

## 7) CRITERIA FOR NOMINATION

### Citizen of the Year

- Must be 20 years or older.
- Must currently be a resident of Cardston or the area immediately surrounding Cardston.
- Must have made a significant contribution to the Cardston community in the past year.
- Must be an inspirational role model for community members.
- Must demonstrate the impact of contributions on the Cardston community.
- Must demonstrate the degree to which contributions or achievements have brought recognition to Cardston.
- Must demonstrate how contributions have advanced the Vision of Town Council



# SCHEDULE “B”

## **Lifetime Achievement Award**

- Must be at least 50 years old.
- Must have been a resident of Cardston or the area immediately surrounding 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.
- Must demonstrate how contributions have advanced the Vision of Town Council

## **Youth Citizen of the Year**

- Must be under 20 years old.
- Must currently be a resident of Cardston or the area immediately surrounding Cardston.
- Must have made a significant contribution 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.
- Must be an inspirational role model for peers and community members.
- Must demonstrate the impact of their contributions on the Cardston community or their school.
- Must demonstrate the degree to which their contributions or achievements have brought recognition to Cardston or to their school.

## **8) DEFINITIONS**

For the purposes of these terms of reference:

- (a) Nominee:** a person who is proposed or formally entered as a candidate for an office or as the recipient of a grant or award;
- (b) Committee:** a group of people appointed for a specific function, typically consisting of members of a larger group;
- (c) Public Knowledge:** knowledge that is available to anyone, knowledge that has been publicized on the news.



# **SCHEDULE “C”**

## **TERMS OF REFERENCE**

### **CARDSTON/CARDSTON COUNTY DONATION JOINT COUNCIL COMMITTEE**

#### **1) MANDATE/PURPOSE**

To review shared community donation applications as per the Town of Cardston Council Policy D-30: Shared Community Donations – Cardston County, which outlines how donation applications should be handled from organizations that can show a shared benefit to both the Town of Cardston and Cardston County.

#### **2) COMPOSITION OF COMMITTEE**

- (a)** 2 – Elected officials from the Town of Cardston
- (b)** 2 – Elected officials from Cardston County
- (c)** 1 – CAO of the Town of Cardston
- (d)** 1 – CAO of Cardston County

#### **3) TERM OF OFFICE**

Town Council Members will be approved at the annual Organizational Meeting of Council. Cardston County will appoint their own representatives and set their own terms of office.

#### **4) DUTIES AND POWERS**

The Committee has the power to approve or deny donation applications based on any factors they deem appropriate, and determine amongst themselves which organizations should be the recipients of the budgeted community donation allotment. The committee does not have the authority to distribute more than 10% of the total budgeted allotment to a single organization.

#### **5) MEETINGS**

The Committee will meet twice annually after the intake periods for Shared Community Donation Applications, once after April 1<sup>st</sup>, and again after August 1<sup>st</sup> if there are any applications to review.





# **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 “J”

## TERMS OF REFERENCE

### TRUTH AND RECONCILIATION COMMITTEE

#### 1) MANDATE/PURPOSE

- (a) To provide recommendations to the Council of the Town of Cardston on how to best implement the calls to action from the Truth and Reconciliation Commission of Canada that apply specifically to municipalities and are pertinent to the Town of Cardston in order to redress the legacy of residential schools and advance the process of Canadian reconciliation with Aboriginal people (First Nations, Inuit, and Métis).
- (b) The Purpose and Role of the Committee will be reviewed by council every two years.

#### 2) COMPOSITION OF COMMITTEE

- (a) The Truth and Reconciliation Committee of the Town of Cardston shall consist of nine (9) voting members from the Town of Cardston with representation as follows:
  - i. 2 – Elected officials of the Town of Cardston, appointed by resolution of Council.
  - ii. 1 – Educational representative from the Westwind School Division.
  - iii. 1 – Chamber of Commerce representative.
  - iv. 1 – Non-Indigenous community member at large.
  - v. 4 – Indigenous community members at large.
- (b) Non-voting members of the committee may be appointed by council or the committee as required.
- (c) For the purpose of the establishment of the committee, the Committee shall elect two co-chairpersons, one indigenous and one non-indigenous, to chair meetings and keep the business of the committee moving forward.

#### 3) TERM OF OFFICE

- (a) Members of the Committee shall be appointed by a resolution of Council, and shall serve for a term of two (2) years, to a maximum of four (4) years unless an extension is approved by a resolution of Council.

#### 4) DUTIES AND POWERS

The Committee does not have any delegated authority; it is to serve as a research and advisory committee only. Recommendations requiring implementation, expenditures, reports or staff action must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the Committee’s purpose, which shall have a focus on the following calls to action:

- (a) Collaborate with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms. (CTA 40)



## SCHEDULE “J”

- (b)** Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation. *(CTA 43)*
- (c)** Provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism. *(CTA 57)*
- (d)** Develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children. *(CTA 75)*
  - i.** For the purposes of subsection (d) above, identify whether any residential school children has been interred at the Cardston Cemetery.
  - ii.** If any graves in the Cardston Cemetery are identified as residential school victims, collaborate with those who would be engaged in the work of documenting, maintaining, commemorating, and protecting said graves to adopt strategies in accordance with the following principles:
    - (1)** The Aboriginal community most affected shall lead the development of such strategies.
    - (2)** Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
    - (3)** Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site. *(CTA 76)*
- (e)** Work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation. *(CTA 77)*
- (f)** Collaborate with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history. *(CTA 87)*
- (g)** Take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel. *(CTA 88)*

### 5) MEETINGS

Meetings times and frequency shall be at the call of the Chair and Co-Chair.



# **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 12<sup>th</sup> 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 12<sup>th</sup> 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 31<sup>st</sup>, 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 1<sup>st</sup> 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.



# APPENDIX "A"

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

The Council of the Town of Cardston requires citizens as volunteers for various agencies, boards, and committees (ABC). Qualifications of potential members are:

- 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.

Members of an ABC will be required to sign a Code of Conduct as found in Appendix "B" of Town of Cardston Bylaw 1668: Code of Conduct Bylaw, and will be governed by Bylaw 1677 – The Council Committee Bylaw.

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](mailto:info@cardston.ca). Not all applications may be immediately selected to a board, but the application will be kept on file for future vacancies.

### Personal Information:

Name:	
Address:	
Phone:	Email:

### Agency, Board, or Committee (ABC) of Interest:

*(See Bylaw #1677 for complete list of Committees)*

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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

