

CITY OF BEAUMONT
Bylaw Number 964-19

COMMUNITY EVENTS COMMITTEE BYLAW

A BYLAW OF THE CITY OF BEAUMONT, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AND GOVERN THE OPERATION OF THE COMMUNITY EVENTS COMMITTEE.

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

WHEREAS, Council wishes to establish a Community Events Committee to advise and actively participate in the coordination and promotion of community events that showcase the City of Beaumont;

NOW THEREFORE, pursuant to the provisions of the *Municipal Government Act*, the Council of the City of Beaumont, duly assembled, enacts as follows:

I. TITLE

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

II. DEFINITIONS

The following terms are defined below:

"Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

"Administration" means the employees of the City of Beaumont.

"Beaumont" means the area within the legal boundaries of the City of Beaumont.

"Chair" means the Chair of the Community Events Committee as elected by Committee members pursuant to this Bylaw.

"Committee" means the Community Events Committee.

"Communications Officer" means the individual appointed to that position and employed by the City of Beaumont.

"Council" means the Council of the City of Beaumont.

"Councillor" means the member(s) of Council appointed to the Committee at the annual Organizational Meeting.

"Director, Community Services" means the individual appointed to that position and employed by the City of Beaumont.

"Member" means a member of the Community Events Committee appointed pursuant to this bylaw.

"City" means the Municipal Corporation of the City of Beaumont.

"City Liaison" means the Community Events Coordinator appointed to that position and employed by the City of Beaumont.

"Supervisor, Legislative Services" means the individual appointed to that position and employed by the City of Beaumont.

"Organizational Meeting" means the meeting held annually for Council to appoint Councillors to various Boards and Committees.

III. ESTABLISHMENT

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

1. Create an Annual Plan for community events with project budgets and recommendations for the upcoming budget year to be submitted by June of each year to Administration.
2. Evaluate and advise based on budgets, community surveys, volunteer feedback, and vendor feedback on Committee-related events.
3. Encourage other community groups and residents of Beaumont to actively become involved in the organization of community events.
4. In coordination with the City Liaisons, ensure that all available media outlets, including social media, are actively used for promotion of events and recruitment of volunteers.
5. Support the City's Strategic Plan by assisting the City Liaisons as required in promoting events organized by the Committee.
6. Provide funding for the advertising of local cultural and recreational community events organized by groups other than the Community Events Committee. The maximum amount of funding available to a single event is \$500 and the total funding available for disbursement in a calendar year will not exceed the amount in the approved budget for that year. Interested groups need to contact the City Liaison and decisions will be made by the Community Events Committee after the group presents to the Committee.
7. Ensure all Committee documentation is made available to community members, Council, and Administration upon request.
8. Review and approve an annual evaluation and provide recommendations of promotional activities to Council and the public.
9. Establish a sub-committee to review and, if necessary, update and propose amendments to the Community Events Committee Terms of Reference annually in September to ensure relevance.

The Committee has no power to direct work or expend funds other than funds specifically allocated by Council.

IV. MEMBERSHIP AND TERM

The members of the Committee should include a cross-section of the community of Beaumont as well as a Councillor. Public members must be residents of Beaumont or Leduc County.

1. The Committee will consist of up to seven (7) members, including six (6) public members and one (1) Councillor (with an alternate).
2. Public member appointments shall be for a two-year term, with one half of terms expiring on a yearly (calendar year) basis. The Chair shall advise the Supervisor, Legislative Services in writing of any Committee resignations.
3. Councillor appointments shall be for a one-year term, with Council appointing a representative and alternate at each annual Organizational Meeting.
4. The Committee will utilize event sub-committees and individuals outside the appointed membership to help fulfill its purposes.
5. The Committee shall elect a Chair, a Vice-Chair, Secretary, and sub-committee members and advise the Supervisor, Legislative Services of same.
6. If an appointed member is absent from three (3) consecutive meetings without being excused by a majority vote of the Committee, the position shall be deemed forfeited by the member; and, the Chair shall advise the Supervisor, Legislative Services in writing of same.
7. Appointed members will be contacted by the Supervisor, Legislative Services prior to the expiration of their term, and will need to re-apply for an additional term.

V. MEETINGS AND QUORUM

1. The Committee shall meet once a month on the fourth Wednesday of the month at 7:00 p.m. at the location identified by the City Liaison. Meetings will not be held in July and August. A special meeting may be called by:
 - a majority of the voting members, in writing;
 - the Chair; or
 - a City Liaison.
2. For a Committee Meeting quorum to be achieved, more than half of the current members, including the Chair or Vice-Chair, must be present. If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to next scheduled meeting.

VI. FUNCTIONS AND RESPONSIBILITIES

Chair

The Chair shall be elected by the Committee for a period of two (2) years. Responsibilities include the following:

- Chair all regular Committee meetings, and any special meetings of the Committee, according to the agenda and time available;
- ensure all discussion items end with a decision, action, or definite outcome;
- collaborate with the City Liaison to prepare the annual events presentation for Council;

- present the annual events presentation to Council;
- orientation of new members, in coordination with the City Liaison;
- act as spokesperson for the Committee, with guidance from the City Liaison and City Communications Officer; and
- send all proposed Terms of Reference amendment documents to the City Liaison and Supervisor, Legislative Services.

Vice Chair

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

Responsibilities include the following:

- provide support to the Chair; and
- lead Committee meetings when the Chair is not available.

Secretary

The Secretary shall be elected by the Committee for a period of two years. Responsibilities include the following:

- take minutes at each meeting;
- distribute minutes to all Committee members within a week of the meeting once the minutes have been reviewed by the Chair;
- send draft minutes to the City Liaison who will then forward to the Supervisor, Legislative Services for distribution to Council.

Councillor (voting member)

The role of the Councillor is to:

- provide updates from Council to the Committee on issues relevant to the Committee's purpose;
- represent Council as a whole; and
- update Council on Committee activities as required.

Event sub-committee member

The role of the sub-committee member is to:

- with the City Liaison, review the previous year's event evaluation and assist in the organization of the event;
- recruit volunteers to the sub-committee;
- review past and current event budgets;
- attend Committee meetings and provide relevant updates on the event plans to the Committee;
- coordinate and assist volunteers during the event; and
- provide input for a written evaluation of the event and present evaluation to the Committee.

VII. ADMINISTRATIVE SUPPORT

1. Staff resources shall be coordinated through the City Liaison to the Director, Community Services, who will ensure resources are allocated as appropriate and reasonable.
2. City Liaison will:
 - be responsible for coordinating, advising and executing all aspects of the Community Events Committee related plans and events as needed;

- schedule meetings and notify Committee members; prepare agendas in consultation with the Chair, and distribute the agenda one week prior to the meeting;
 - send draft meeting minutes to the Supervisor, Legislative Services for distribution to Council;
 - act as the liaison between Administration and the Committee;
 - develop, manage, and approve all Committee expenditures, contracts, and permits;
 - prepare the Committee's annual budget with assistance from the Committee;
 - prepare annual events presentation for Council in collaboration with the Chair;
 - coordinate event advertising; and
 - coordinate sponsorship requests.
3. Resources will be allocated in accordance with the annual budget, with the City Liaison authorizing all Committee expenditures.

VIII. FORCE AND EFFECT

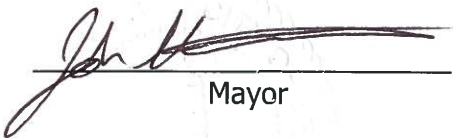
1. Bylaw 875-16 and any amendments to Bylaw 875-16 are hereby repealed.
2. This bylaw shall come into force and effect upon receiving third reading and being signed.

READ A FIRST TIME IN COUNCIL THIS 8th DAY OF OCTOBER, 2019.

READ A SECOND TIME IN COUNCIL THIS 8th DAY OF OCTOBER, 2019.

UNANIMOUS CONSENT FOR THIRD READING GIVEN THIS 8th DAY OF OCTOBER, 2019

READ A THIRD TIME IN COUNCIL THIS 8th DAY OF OCTOBER, 2019.



Mayor



Supervisor, Legislative Services