TOWN OF ROCKY MOUNTAIN HOUSE

Bylaw 2026/16

BEING A BYLAW OF THE TOWN OF ROCKY MOUNTAIN HOUSE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE COMMUNITY EVENTS COMMITTEE.

WHEREAS pursuant to Section 145 of the Municipal Government Act; RSA 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 creation, coordination and promotion of community events that showcase the Town of Rocky Mountain House.

NOW THEREFORE the Council of the Town of Rocky Mountain House, in the Province of Alberta, duly assembled and under the powers conferred upon it by the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, enacts as follows:

1. TITLE

This Bylaw may be known as the "Community Events Committee Bylaw".

2. DEFINITIONS

In this Bylaw:

"**Act**" means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced;

"Administration" means Town employees;

"CAO means the Chief Administrative Officer for the Town or the CAO's designate;

"Chair" means the Chair of the Community Events Committee as appointed by the committee pursuant to this Bylaw;

"Council" means the council of the Town of Rocky Mountain House;

"Councillor" means a member of Council, including the Mayor;

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

"Organizational Meeting" means the meeting held annually for Council to appoint Councillors to various boards and committees;

"**Town**" means the municipal corporation of the Town of Rocky Mountain House;

"**Town Liaison**" means a community services employee that is appointed to the Community Events Committee by the CAO but is a non-voting member.

3. ESTABLISHMENT

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

3.1 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.

3.2 Organize and hold community events based on the annual plan.

3.3 Evaluate and advise based on budgets, community surveys, volunteer feedback, and vendor feedback on committee-related events.

3.4 Encourage other community groups and residents of Town of Rocky Mountain House to actively become involved in the organization of community events.

3.5 Actively recruit volunteers and sponsors to host community events.

3.6 In coordination with the Town Liaison, ensure that all available media outlets, including social media, are actively used for promotion of events and recruitment of volunteers.

3.7 Support the Town's Strategic Plan by assisting the Town Liaison as required in promoting events organized by the committee.

3.8 Ensure all committee documentation are made available to community members, Council, and Administration upon request.

3.9 Review and approve an annual evaluation and provide recommendations of promotional activities to Council and the public.

3.10 Review and, if necessary, update and propose amendments to the Community Events Committee Bylaw annually in September to ensure relevance.

The committee has no power to expend funds other than funds specifically allocated by Council. The committee has no authority to direct or assign work or tasks to staff.

4. MEMBERSHIP AND TERM

The members of the committee should include a cross-section of the community of Rocky Mountain House as well as one councillor. Public members must be residents of Rocky Mountain House or Clearwater County. This is intended to be a working

committee with events being coordinated and ran by committee members and volunteers.

4.1 The committee will consist of up to seven (7) members, including a minimum of four (4) and maximum of six (6) public members and one (1) Councillor (with an alternate).

4.2 Public member appointments shall be for a two-year term. The Chair, through the Community Services Liaison shall advise the Legislative Department in writing of any Committee resignations.

4.3 Councillor appointments shall be for a one-year term, with Council appointing one (1) representative and an alternate at each scheduled Organizational Meeting.

4.4 The committee shall elect a Chair and advise the Legislative Department.

4.5 The committee shall elect a Vice-Chair and advise the Legislative Department of same.

4.6 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 through the Town Liaison shall advise the Legislative Department in writing of same.

4.7 Appointed members will be contacted by the Legislative Department prior to the expiration of their term and will need to re-apply for an additional term.

5. MEETINGS AND QUORUM

5.1 The committee shall hold a minimum of four (4) regular meetings at the location identified by the Town Liaison. A special meeting may be called by:
- a majority of the voting members, in writing, or
- the Chair

5.2 For a committee meeting quorum to be achieved, more than half of the current members, including the Chair or Vice-Chair, must be present. If quorum is not achieved within 30 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to next scheduled meeting.

6. FUNCTIONS AND RESPONSIBILITIES

Chair

The Chair shall be elected by the committee for a period of one (1) year. Responsibilities include the following:

- Chair all regular committee meetings, and any special meetings of the Committee, according to the agenda and time available.
- Ensure all discussion items end with a decision, action, or definite outcome.
- Collaborate with the Town Liaison to present regular updates for Council.
- Orientation of new members, in coordination with the Town Liaison.
- Act as spokesperson for the committee, with guidance from the Town Liaison and Communications Coordinator.

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.

Councillor

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.

Public Members

The role of the Public Members is to:

- attend and actively participate in committee meetings and discussions,
- provide community perspectives and feedback to support committee decision-making,
- assist in the planning, organization, and promotion of community events,
- volunteer at committee-sponsored events and activities,
- help identify opportunities for new events, programs, and community engagement initiatives,
- serve as ambassadors for the committee by promoting events and encouraging public participation,

- liaise with community groups, organizations, businesses, and residents to build partnerships and support event success,
- provide input on event evaluation and recommendations for future improvements, and
- act in the best interests of the community and support the committee's goals and objectives.

7. ADMINISTRATIVE SUPPORT

The Council of the Town may, by Bylaw alter, amend or repeal any part of this Bylaw.

7.1 Staff resources shall be coordinated through the Town Liaison to the Director of Community Services, who will ensure resources are allocated as appropriate and reasonable in accordance with this bylaw and budget.

7.2 Town Liaison will be responsible for the following:

- Take minutes at each meeting.
- Schedule meetings and notify Committee members, prepare agendas in consultation with the Chair and distribute the agenda the week prior to the meeting.
- Send draft meeting minutes to the Legislative Department for distribution to Council.
- Act as the liaison between Administration and the committee.
- Prepare annual events presentation for Council in collaboration with the Chair.
- Coordinate event advertising, and
- receive and keeps a record of sponsorship funds.

7.3 Resources will be allocated in accordance with the annual budget, with the Town Liaison authorizing all committee expenditures.

8. EFFECTIVE DATE

This Bylaw comes into force and has effect on the date of third and final reading.

Community Events Committee Bylaw 2024/02 is hereby repealed upon this bylaw coming into force and effect.

READ a first time this 3rd day of November 2026.

READ a second time this 3rd day of November 2026.

UNANIMOUS consent for third reading this 3rd day of November 2026.

READ a third and final time this 3rd day of November 2026.

Mayor Shane Boniface

CAO Dean Krause