

TOWN OF TABER
ARTS AND HERITAGE COMMITTEE
BYLAW NO.12-2024

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE ARTS AND HERITAGE COMMITTEE WITHIN THE TOWN OF TABER.

WHEREAS section 10(1) of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass a bylaw;

AND WHEREAS Council of the Town of Taber wishes to establish the Arts and Heritage Committee to support and facilitate the achievement of the Town of Taber's Strategic Plan, and to advise Council on matters relevant to the Committee's mandate;

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Arts and Heritage Committee Bylaw".

2.0 DEFINITIONS

In this Bylaw:

Act	means the <i>Municipal Government Act</i> ;
Bylaw	means the Arts and Heritage Committee bylaw established by the Municipality;
Chief Administrative Officer	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;
Council	means the Council for the Town of Taber;
Town	means the Town of Taber, in the Province of Alberta;
Town Councillor	means a Councillor of the Town of Taber;
Secretary	means the Chief Administrative Officer or his designate;
M.D.	means the Municipal District of Taber, in the Province of Alberta;

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M.D. Councillor means a Councillor of the M.D. of Taber;

Member means a person appointed to the Art and Heritage Committee.

3.0 COMPOSITION OF THE COMMITTEE

3.1 The Arts and Heritage Committee shall consist of the follow seven (7) voting members appointed by the Council of the Town of Taber;

3.1.1. Two (2) Town of Taber Councillors

3.1.2. One (1) Municipal District of Taber Councillor (south of the Oldman River)

3.1.3. 4 residents of the Town of Taber; or three (3) residents of the Town of Taber plus 1 resident of the M.D. of Taber (south of the Oldman River)

3.1.4. Non-voting secretary

3.2 No employee of the Town of Taber shall be eligible for appointment to the Committee.

3.3 An alternate member of Council (both Town & M.D.) may be appointed.

3.4 In the event of a resident vacancy, the Town of Taber shall arrange through an open public process for the Committee to receive applications for membership. The Committee shall review applications received and make recommendations to Council a suitable candidate, council may reduce the citizen-at-large membership on the Board or Continue to search for a suitable candidate.

4.0 TERM

4.1 Town Councillor and M.D. Councillor terms– commence on the day of their appointment and ending on the day of the next Organizational Meeting of each Council.

4.2 Town and MD residents are appointed for a period of three (3) years with all terms expiring December 31st.

4.3 At the end of each appointed resident three-year term, should the resident decide to further let their name stand, a new application for re-appointment must be made to Council.

4.4 Each appointed resident may, at the direction of Council, be appointed for three (3) consecutive appointments of three (3) year terms totally participating for nine (9) consecutive years.

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- 4.5 Each appointed resident shall remain in office until a successor is appointed by Council.
- 4.6 Each appointed resident who has been appointed to the committee for a total of nine (9) consecutive years may be reappointed by a 2/3 majority vote of the whole of Council for each term thereafter.
- 4.7 Any member of the committee may resign upon sending written notice to the secretary.
- 4.8 A member of the Committee is disqualified from holding office if they:
 - 4.8.1. Are hired in any capacity with the Town of Taber or the M.D. of Taber;
 - 4.8.2. Are absent from three (3) meetings of the committee during the past year; or,
 - 4.8.3. Resign from either the Town of Taber or the M.D. of Taber Council
- 4.9 If any member ceases to be a member of the Committee during the term they are appointed, the vacancy will be filled by an appointment by Council as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the person vacating.

5.0 PROCEDURES / MEETINGS

- 5.1. The Committee shall elect a Chairperson and Vice Chairperson from its membership at their first meeting in each year. Members of the Town and M.D. Council shall not be elected as Chairperson or Vice Chairperson on the Committee.
- 5.2. The majority of the members of the Committee, constitute a quorum.
- 5.3. All Committee meetings will be held in accordance with "Robert's Rules of Order".
- 5.4. The decision of the majority of the Members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 5.5. The Chairperson shall vote on every motion, and in the event of a tie, the motion shall be defeated.
- 5.6. Motions put forth must be voted on by all Members, except motions in which a Member has pecuniary interests. Prior to discussion, a request to abstain from discussion and voting, and the reason for the same shall be expressed and recorded in the minutes of the meeting.

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- 5.7. The Committee shall hold no less than four (4) quarterly meetings each year (March, June, September & November) Additional meetings may be requested on an as needed basis.
- 5.8. The Committee may hold special meetings at the call of the Chair, or any three (3) members upon 24-hour notice.
- 5.9. The Secretary of the Committee shall be appointed by the Chief Administrative Officer. The Secretary shall have no voting privileges.

6.0 MANDATE OF THE COMMITTEE

- 6.1 The members of the Committee shall collectively represent all arts, cultural and heritage interests within the region, and;
 - 6.1.1. Shall act, on an ongoing basis, in an advisory capacity only, to Council;
 - 6.1.2. May advise and make recommendations to Council on the development, coordination and quality of all aspects of Art and Heritage programs, plans and events in the community;
 - 6.1.3. May act as a liaison between Council and all community arts, culture and heritage groups;
 - 6.1.4. Hear and consider representations or concerns by any individual, organization, or delegation of citizens with respect to arts, culture or heritage services / programs; and,
 - 6.1.5. The Committee shall act on such recommendations as the Committee deems to be in the general interest of all citizens and where necessary, shall make recommendations to Council.
- 6.2 Community or regional arts, culture or heritage organizations that wish to appear before, or communicate directly with council on any matter referred to in sections 6 or 7 of this bylaw will be encouraged to first contact and make representation to the Arts and Heritage Committee.

7.0 RESPONSIBILITIES OF THE COMMITTEE

- 7.1 Liaison:
 - 7.1.1. Establish contact and create relationships with all organizations delivering arts, culture, and heritage services in the community.
 - 7.1.2. Act on behalf of all residents of the region and bring forth their concerns to Council.

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7.1.3. Become informed and knowledgeable and advise Council on all matters regarding current recreation issues at the national, provincial, and regional levels.

7.1.4. On behalf of the Town of Taber, advocate for arts, culture, and heritage initiatives, where appropriate.

7.1.5. Advise on the preparation and delivery of submissions for arts, cultural and heritage initiatives, where appropriate.

7.1.6. Attract new arts, culture, and heritage opportunities to the Town.

7.2 Planning:

7.2.1. Assist in the preparation of the long-range plan at least every five (5) years outlining, in order of priority, the development and preferred allocation of resources;

7.2.2. Encourage the delivery of arts, culture, and heritage services in a comprehensive, cooperative and coordinated method utilizing private enterprise, non-profit organizations and public agencies; and,

7.2.3. Identify the need for new or expanded arts, culture and heritage programs and make recommendations to Council to implement and promote these programs.

7.3 Evaluation:

7.3.1. Monitor and evaluate the implementation and impact of the long-range plan and advise Council.

7.3.2. Monitor and review operating procedures and advise Council of their impact on the quality of arts, cultural and heritage services.

8.0 FINANCE

8.1 Operational expenses of the Arts and Heritage Committee will be allocated annually through the operating budget cycle and administered by the Director of Recreation.

8.2 At no time may the Committee, or a member of the Committee, commit Town of Taber employees, facilities or funds to a course of action, group or task.

8.3 Annually, the Committee shall review and advise Council on arts, culture or heritage programs and services that should be considered in the budget estimates for the following year.

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9.0 INTENTION OF TOWN COUNCIL

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

10.0 RESCINDED OR AMENDED BYLAWS

Bylaw No. 16-2019 and Bylaw No. 7-2024 are hereby repealed in their entirety.

11.0 EFFECTIVE DATE

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 182/2024	Read a first time this 13 th day of May, 2024.
RES. 183/2024	Read a second time this 13 th day of May, 2024.
RES. 185/2024	Read a third time and finally passed this 13 th day of May, 2024.

TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER (C.A.O.)