



CITY OF BROOKS BYLAW NO. 22/07

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH AN ARTS, CULTURE AND HERITAGE BOARD.

WHEREAS the *Municipal Government Act* RSA 2000, c.M-26 and regulations as amended, provides that Council may pass Bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS it is deemed necessary to establish an advisory board to assist the Council of the City of Brooks to provide citizens opportunities in arts, culture, and heritage programs and facilities within the City of Brooks.

NOW, THEREFORE the Council of the City of Brooks, in the Province of Alberta duly assembled, enacts as follows:

1. Short Title:

100. This Bylaw may be cited as the "City of Brooks Arts, Culture and Heritage Board" Bylaw.

2. Objectives of the Board

200. To consult on all matters of policy affecting arts, culture and heritage pertaining to this Bylaw and provide advice to Council on arts, cultural and heritage items.

201. To make contact and create relationships with groups or special interest groups pertaining to arts, culture and heritage.

202. To be involved in promoting fundraising for specific projects in arts, culture and heritage as deemed appropriate by Council.

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

204. To study conditions and keep informed for the purpose of developing immediate and long-range plans to meet arts, culture and heritage needs.

205. To encourage and facilitate joint initiatives between other City Boards, Committees, Commissions and/or Departments, local businesses and industry, education institutions, community groups and Council.

206. To ensure all sectors of the community within the City have the opportunity to provide input into the directions and issues considered by the Board.

3. Composition of the Board

300. The membership of the Board shall not exceed eight (8) persons in accordance with the following and appointed by Council:

301. One (1) member of City Council;

302. Not more than six (6) citizens-at-large with an interest in arts, culture and heritage; and,

303. Not more than one (1) youth citizen-at-large, between the ages of sixteen (16) and eighteen (18), with an interest in arts, culture and heritage.

304. The Chief Administrative Officer shall appoint Recreation Department staff member(s) to regularly attend the meetings of the Board for the purpose of recording minutes and providing support.

305. A quorum of the Board shall be a simple majority of the existing members of the Board. For the purposes of determining a simple majority, vacant seats shall not be considered.

306. The citizen-at-large members of the Board may serve for up to three (3) consecutive two (2) year terms. The youth citizen-at-large member may serve for up to two (2) consecutive one (1) year terms. Members having served three (3) consecutive two (2) year terms shall not be reappointed without an absence from the Board for at least one (1) year. Council shall have the right to waive the required absence at its sole discretion, upon receiving a request to do so from the Board.

307. A member of the Board may resign their position at any time upon written notice to the Chairperson of the Board to that effect.

308. Citizen-at-large members shall remain members only during such time as they continue to reside within the City of Brooks boundaries.

309. In the event of a citizen-at-large vacancy and/or youth citizen-at-large vacancy, the City shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.

4. Meetings

400. The Board shall hold regular meetings at a frequency to be determined from time to time by the Board, but not less than ten (10) meetings per year.
401. A Chair and Vice-Chair of the Board shall be elected at the January meeting of the Board each calendar year.
402. Each member of the Board present at a meeting, including the Chair or other presiding officer, has the right to vote. Every member present shall vote on every matter:
 403. Unless, in a special case, that member is excused from voting; or,
 404. Unless that member is disqualified from voting by reason of a pecuniary interest.
 405. In the event of a tie, the motion shall be defeated.
406. If any member of the Board is absent from three (3) consecutive regular Board meetings without prior Board approval, the Board may recommend to City Council that the seat be declared vacant.
407. When a matter arises relating to proceedings in a meeting which is not covered by a provision of this Bylaw or the City Procedural Bylaw 22/01, as may be amended or replaced from time to time, the matter shall be decided by reference to Robert's Rules of Order.
408. Special meetings may be called by the Chair or, in their absence, the Vice-Chair, by providing the members with twenty-four (24) hours' notice. The Board may, by unanimous consent, waive notice of a special meeting at any time if two-thirds (2/3) of the Board is present.
409. The Board shall hold its meetings openly and no person shall be excluded therefrom, except for improper conduct.
410. Meetings may be held virtually, if required and/or recommended.

5. Powers and Duties of the Board

500. The Board shall have the following powers and duties:
 501. To establish special interest temporary committees or sub-committees on strategic matters to carry out work on behalf of the Board. Such temporary committees and sub-committees shall be required to report findings to the Board;
 502. To provide advice in relation to specific projects and programs;

- 503. To provide advice and make recommendations to Council through the Council member appointed to the Board, on issues considered appropriate by the Board or matters referred to the Board by Council;
- 504. On behalf of the City, advocate for arts, cultural and heritage initiatives, where appropriate;
- 505. To advise on the preparation and delivery of submissions for arts, cultural and heritage initiatives, where appropriate;
- 506. To inform, liaise with and seek input from appropriate businesses, stakeholders, City Boards, Committees, Commissions and Departments and the community regarding Board issues;
- 507. To attract new arts, culture and heritage opportunities to the City; and,
- 508. To review grant applications and award funding, from time to time, as directed by Council.
- 509. The minutes from each Board Meeting shall be prepared and distributed to members of the Board.
- 510. The City of Brooks shall be the signing and administrative authority over all cheques, vouchers, and monies received and spent. Neither the Board nor any members shall have the authority to pledge the credit of the City of Brooks, in connection with any matter whatsoever.
- 511. No member can use information obtained through their position on the Board for private purposes or private gain.

6. **Repeal of Bylaw:**

600. That Bylaw Number 16/13 is hereby repealed.

6. **Effective Date:**

700. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 21st day of March, 2022.

Read a second time this 21st day of March, 2022.

Read a third time and finally passed this 21st day of March, 2022.



Mayor



Chief Administrative Officer