



**BYLAW #1085
OF THE TOWN OF HINTON
IN THE PROVINCE OF ALBERTA**

A Bylaw of the Town of Hinton, in the Province of Alberta, to provide for the establishment of a Hinton Grant Funding Advisory Committee and to outline its duties and responsibilities.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality.

WHEREAS the Council of the Town of Hinton has authorized a Grant Funding Advisory Committee to provide recommendations in matters related to the awarding of municipal revenues from automated traffic enforcement under the Community Grant Program.

AND WHEREAS the Council has authorized a Grant Funding Advisory Committee to provide recommendations that set priorities for the support of community funding applications being made to provincial and federal grant programs where limited funds are available.

AND WHEREAS Council deems it desirable to establish a Grant Funding Advisory Committee and to define its duties and responsibilities;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF HINTON, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. There is hereby established a Committee to be known as the Hinton Grant Funding Advisory Committee (hereafter referred to as the "Committee").

DUTIES AND RESPONSIBILITIES

2. Council authorizes the Hinton Grant Funding Advisory Committee to provide recommendations in matters related to the awarding of municipal monies under the Community Grant Program.
3. Council shall:
 - a) Award municipal revenues from automated traffic enforcement under the Community Grant Program within the guidelines of the Program;
 - b) Ensure funding allocation decisions reflect the best interests of the community and align with Town Council priorities and vision;
 - c) Provide discretionary written support for community funding applications being made to provincial and federal grant programs where limited funds are available.
4. The Hinton Grant Funding Advisory Committee shall:
 - a) Review, rank and provide recommendations to Council on eligible applications under the Community Grant Program using council-approved eligibility requirements and ranking criteria and weighting;
 - b) Make recommendations that reflect the best interests of the community and align with Town Council priorities and vision;
 - c) Appear as a delegation before Council to address their recommendation for Council decision; and
 - d) Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes and program guidelines.

MEMBERSHIP

5. The Hinton Grant Funding Advisory Committee shall consist of five (5) members, to be determined by and appointed from each of the Council appointed Boards and Committees (hereafter referred to as "respective boards").
 - a) In the event there are fewer respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint additional members.
 - b) In the event there are more respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint a member(s).
6. A designated Town employee shall attend all Committee meetings and facilitate the review and ranking process.

TERM OF OFFICE

7. Committee members shall be appointed for a 1-year term.
8. Each member shall remain on the Committee during their term for so long as he/she continues to be a member in good standing of their respective board.
9. No person shall serve for more than 3 consecutive 1-year terms.
10. In the event a vacancy occurs between Organizational Meetings, respective boards shall appoint a new committee member to fill the vacant term.

RESIGNATIONS

11. Any member may resign from the Committee at any time upon sending written notice to their respective board and the Community Grant Program Administrator.
12. Any member of the Committee may be removed for cause by resolution of Town Council.

OFFICERS

13. The Committee shall elect a Chairperson from its membership each year at the first Committee meeting.

MEETINGS

14. Meetings of the Committee shall be held on an "as needed" basis and organized by the Community Grant Program Administrator.
15. Three (3) members of the Committee constitute a quorum.

VOTING

16. The Committee members shall vote on any question except where he/she is in a conflict of interest, and in the event of a tie vote, the motion is deemed to be lost.
17. Committee members having either a direct or indirect pecuniary interest in an item under discussion by the Committee shall abstain from the discussion or voting on any resolutions related to that item and shall remove themselves from the room.

18. All decisions and recommendations of the Committee shall be carried by majority.

LIMITATIONS OF POWER

19. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee or any member have any power to authorize any expenditure to be charged against the Town.

20. Bylaw #1044 and amendments thereto are hereby rescinded.

21. This Bylaw shall come into full force and effect on the final day of passing.


READ A FIRST TIME THIS 7th DAY OF APRIL, 2015.

READ A SECOND TIME THIS 7th DAY OF APRIL, 2015.

READ A THIRD TIME THIS 7th DAY OF APRIL, 2015.



Mayor



Director of Corporate Services



**BYLAW #1085-1
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IN THE PROVINCE OF ALBERTA**

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 - c) Appear as a delegation before Council to address their recommendation for Council decision; and
 - d) Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes and program guidelines.

MEMBERSHIP

5. The Hinton Grant Funding Advisory Committee shall consist of five (5) members. One (1) citizen at large appointed by Council and four (4) to be determined by and appointed from each of the Council appointed Boards and Committees (hereafter referred to as "respective boards").
 - a) In the event there are fewer respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint additional members.
 - b) In the event there are more respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint a member(s).
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RESIGNATIONS

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OFFICERS

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LIMITATIONS OF POWER

19. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee or any member have any power to authorize any expenditure to be charged against the Town.

20. This Bylaw shall come into full force and effect on the final day of passing.

READ A FIRST TIME THIS 20th DAY OF SEPTEMBER, 2016.

READ A SECOND TIME THIS 20th DAY OF SEPTEMBER, 2016.

READ A THIRD TIME THIS 20th DAY OF SEPTEMBER, 2016.



Mayor



Chief Administrative Officer



**BYLAW #1085-2
OF THE TOWN OF HINTON
IN THE PROVINCE OF ALBERTA**

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AND WHEREAS Council deems it desirable to establish a Grant Funding Advisory Committee and to define its duties and responsibilities;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF HINTON, DULY ASSEMBLED, ENACTS AS FOLLOWS:

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 - c) Appear as a delegation before Council to address their recommendation for Council decision; and
 - d) Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes and program guidelines.

MEMBERSHIP

5. The Hinton Grant Funding Advisory Committee shall consist of five (5) members including citizens-at-large and members from Council-appointed Boards and Committees (hereafter referred to as "respective boards").
 - a) In the event there are fewer respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint additional members.
 - b) In the event there are more respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint a member(s).
6. A designated Town employee shall attend all Committee meetings and facilitate the review and ranking process.

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9. No person shall serve for more than 3 consecutive 1-year terms.
10. In the event a vacancy occurs between Organizational Meetings, respective boards shall appoint a new committee member to fill the vacant term.

RESIGNATIONS

11. Any member may resign from the Committee at any time upon sending written notice to their respective board and the Community Grant Program Administrator.
12. Any member of the Committee may be removed for cause by resolution of Town Council.

OFFICERS

13. The Committee shall elect a Chairperson from its membership each year at the first Committee meeting.

MEETINGS

14. Meetings of the Committee shall be held on an "as needed" basis and organized by the Community Grant Program Administrator.
15. Three (3) members of the Committee constitute a quorum.

VOTING

16. Committee members shall vote on any question except:
 - a) Where he/she is in a conflict of interest, including involvement with an organization (which is under discussion by the committee) as a board member or paid employee; or
 - b) Where he/she has either direct or indirect pecuniary interest, such that the matter could monetarily affect him/her.
17. If section 16 applies, the Committee member shall abstain from any related discussion and/or voting and shall remove him/herself from the room.
18. In the event of a tie vote, the motion is deemed to be lost.

19. All decisions and recommendations of the Committee shall be carried by majority.

LIMITATIONS OF POWER

20. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee or any member have any power to authorize any expenditure to be charged against the Town.
21. This Bylaw shall come into full force and effect on the final day of passing and rescinds Bylaw 1085-1 and all previous versions of this bylaw.

READ A FIRST TIME THIS 20th DAY OF FEBRUARY, 2018.

READ A SECOND TIME THIS 20th DAY OF FEBRUARY, 2018.

READ A THIRD TIME THIS 20th DAY OF FEBRUARY, 2018.

Mayor

Director of Corporate Services



**BYLAW #1085-3
OF THE TOWN OF HINTON
IN THE PROVINCE OF ALBERTA
A BYLAW TO ESTABLISH THE HINTON GRANT FUNDING ADVISORY
COMMITTEE**

WHEREAS, pursuant to section 145 of the Municipal Government Act, a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies;

AND WHEREAS Council values full and transparent public involvement in major municipal decision making;

NOW THEREFORE the Council of the Town of Hinton, in the Province of Alberta, hereby enacts as follows:

1.0 SHORT TITLE

1.1 This Bylaw is to be referred to as the "Hinton Grant Funding Advisory Committee Bylaw."

2.0 TERMS OF REFERENCE

2.1 This Committee is hereby established as per the Terms of Reference attached as Appendix 1.

3.0 RELATED DOCUMENTS

3.1 Council Committees Bylaw #1070-4

3.2 Council Code of Conduct Bylaw #1124

4.0 ENACTMENT

4.1 This Bylaw will come into force and effect when it receives third reading and is duly signed and rescinds all former versions of this bylaw.

READ a First time this 23rd day of October 2018.

READ a Second time this 23rd day of October 2018.

READ a Third time this 23rd day of October 2018.



Mayor



Director of Corporate Services

HINTON GRANT FUNDING ADVISORY COMMITTEE (HGFACT) TERMS OF REFERENCE

1.0 PURPOSE

- 1.1 The Council of the Town of Hinton has authorized a Grant Funding Advisory Committee to provide recommendations in matters related to the awarding of municipal revenues from automated traffic enforcement under the Community Grant Program.
- 1.2 Council has authorized a Grant Funding Advisory Committee to provide recommendations that set priorities for the support of community funding applications being made to provincial and federal grant programs where limited funds are available.
- 1.3 Council deems it desirable to establish a Grant Funding Advisory Committee and to define its duties and responsibilities.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Council authorizes the Hinton Grant Funding Advisory Committee to provide recommendations in matters related to the awarding of municipal monies under the Community Grant Program.
- 2.2 Council shall:
 - 2.2.1 Award municipal revenues from automated traffic enforcement under the Community Grant Program within the guidelines of the Program;
 - 2.2.2 Ensure funding allocation decisions reflect the best interests of the community and align with Town Council priorities and vision; and
 - 2.2.3 Provide discretionary written support for community funding applications being made to provincial and federal grant programs where limited funds are available.
- 2.3 The Hinton Grant Funding Advisory Committee shall:
 - 2.3.1 Review, rank and provide recommendations to Council on eligible applications under the Community Grant Program using council-approved eligibility requirements and ranking criteria and weighting;
 - 2.3.2 Make recommendations that reflect the best interests of the community and align with Town Council priorities and vision;
 - 2.3.3 Appear as a delegation before Council to provide their recommendations for Council decision; and
 - 2.3.4 Make recommendations to Council related to, but not limited to, Community Grant Program annual budget allocations, processes, and program guidelines.

3.0 MEMBERSHIP

- 3.1 The Hinton Grant Funding Advisory Committee shall consist of five (5) members including citizens-at-large and members from Council-appointed Boards and Committees (hereafter referred to as "respective boards").

3.2 In the event there are fewer respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint additional members.

3.3 In the event there are more respective boards than positions on the Committee, Council, at their Organizational Meeting, shall determine which of the respective boards shall appoint member(s).

3.3 A designated Town employee shall attend all Committee meetings and facilitate the review and ranking process.

4.0 TERM OF OFFICE

4.1 Committee members shall be appointed for a one-year term.

4.2 Each member shall remain on the Committee during their term for so long as he/she continues to be a member in good standing of their respective board.

4.3 No person shall serve more than five consecutive one-year terms.

5.0 OFFICERS

5.1 The Committee shall elect a Chairperson from its membership each year at the first Committee meeting.

6.0 MEETINGS

6.1 Meetings of the Committee shall be held on an "as needed" basis and organized by the Community Grant Program Administrator.

6.2 Three (3) members of the Committee constitute a quorum.

7.0 VOTING

7.1 Committee members shall vote on any question except:

7.1.1 Where he/she is in a conflict of interest, including involvement with an organization (which is under discussion by the committee) as a board member or paid employee;
or

7.1.2 Where he/she has either direct or indirect pecuniary interest, such that the matter could monetarily affect him/her.

7.2 If 7.1.1 or 7.1.2 apply, the Committee member shall abstain from any related discussion and/or voting and shall remove him/herself from the room.

7.3 In the event of a tie vote, the motion is deemed to be lost.