

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 04.25**  
DEPARTMENT: RECREATION, ARTS & CULTURE

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE DRUMHELLER VALLEY  
SPORTS COMMITTEE

**WHEREAS**, section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the *MGA.*, provides for a council to, by bylaw, establish council committees and other bodies;

**AND WHEREAS**, section 145 of the *MGA* provides for a council, by bylaw, to establish the functions of the committee and the procedures to be followed by it;

**AND WHEREAS**, the *Council* of the Town of Drumheller desires to diversify and expand its sports communities accessibility;

**AND WHEREAS**, the *Council* of the Town of Drumheller desires to identify goals and objectives for sports participation and inclusivity;

**AND WHEREAS**, the *Council* of the Town of Drumheller desires to collaborate with all member organizations to support a coordinated approach to advancing sport in the Town of Drumheller;

**NOW THEREFORE**, the *Council* of the Town of Drumheller hereby enacts as follows:

**1. SHORT NAME**

1.1 This Bylaw shall be cited as the "Drumheller Valley Sports Committee Bylaw."

**2. DEFINITIONS**

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the Town of Drumheller, or their designate;
- c) "*Code of Conduct*" means the *Bylaw #8.18 - Council Code of Conduct Bylaw*, as amended from time to time, and its successor legislation;
- d) "*Council*" means the Mayor and Councillors of the Town of Drumheller;
- e) "*Councillor*" means a member of the *Council* of the Town of Drumheller, duly elected or appointed in accordance with the *Municipal Government Act*.
- f) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation.

- g) “*Drumheller Valley Sports Committee*” or “*Committee*” means the Drumheller Valley Sports Committee appointed in accordance with this Bylaw;
- h) “*Letter of Endorsement*” means a formal written document issued by a sports organization, expressing official support or approval for individual, or application, to strengthen credibility within the context of sports and recreation.
- i) “*Municipal Government Act*” or “*MGA*” means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- j) “*Organizational Meeting*” means the meeting held once per year to establish leadership, adopt bylaws, and set foundational procedures for operations.
- k) “*Town*” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require;
- l) “*Vice Chair*” means the member responsible for the duties of the *Chair*, in the absence of the *Chair*.

### **3. ESTABLISHMENT**

3.1 The *Drumheller Valley Sports Committee* is hereby established.

3.2 The *Committee* shall:

- a) provide an important forum for identifying the *Town’s* and surrounding neighbour’s concerns and opportunities regarding recreation; and
- b) serve as an advisory group for *Council* on effective policy and service provision regarding sports initiatives and partnerships within the *Town*.

### **4. OBJECTIVES**

4.1 The objectives of the *Committee* shall be to:

- a) work on financial strategies to secure funding, sponsorship, and grants to support sports development activities, ensuring long-term financial stability;
- b) develop and implement long-term strategies to enhance the overall growth and sustainability of sports within the community;
- c) create strategies to enhance hosting and tourism opportunities for the *Town* and surrounding areas;
- d) identify opportunities for facility upgrades or new infrastructure to ensure that sports venues meet current standards, promoting a safe and enjoyable environment for participants and spectators;

- e) facilitate information sharing between sports organizations and to improve a variety of sports opportunities, venues, and partners to bring sports events and tourism to the *Town* and surrounding areas;
- f) emphasize the importance of sports in building a healthy community for all residents in the *Town* and surrounding areas;
- g) provide an inclusive and accessible environment for community diversity for all sporting experiences;
- h) provide sports development advice to *Council* for the benefit of residents of the *Town* and surrounding area;
- i) provide recommendations for the Recreation, Arts, & Culture Department's annual operating budget and/or 10-year Capital Plan as it pertains to sports development for the *Town* and the surrounding areas; and
- j) work collaboratively with *Town* Administration and relevant stakeholders to identify, advocate for, support, or facilitate grant, donation, or funding opportunities that align with the mandate, priorities, and objectives of the *Committee* and the *Town*.

## 5. MEMBERSHIP

- 5.1 The *Committee* shall consist of a minimum of six (6) and a maximum of (8) voting members, the composition of which shall be as follows:
- a) between five (5) and seven (7) members at large; and
  - b) one (1) Councillor.
- 5.2 The *Committee* shall consist of the following non-voting members:
- a) the Manager of Recreation, Arts, and Culture; and
  - b) one (1) representative from Travel Drumheller, appointed at the Travel Drumheller organizational meeting.
- 5.3 The term of each member-at-large shall be for three (3) years.
- 5.4 The *Councillor* shall be appointed to the *Committee* annually at the *Organizational Meeting of Council*.
- 5.5 The *Councillor* cannot function as *Chair* or *Vice Chair*.
- 5.6 Members-at-large of the *Committee* shall have the following qualifications:
- a) Current involvement in service provision, policy, or program development in sports for the *Town* and surrounding areas;
  - b) A "*Letter of Endorsement*" from their sports organization;

- c) Strong community networks and linkages;
  - d) The ability to participate constructively in an advisory role;
  - e) Represent a broad cross section of community interests that reflects the diversity of the *Town* and surrounding areas;
  - f) Strong understanding of the *Town* and its social, environmental, and economic influences;
  - g) Excellent knowledge and understanding of local issues that apply to sports development;
  - h) Be willing to contribute positively to meetings without bias;
  - i) Be able to look beyond personal interests for the benefit of the *Town* and surrounding areas;
  - j) Aptitude to encourage participation from and provide feedback to the community about sports;
  - k) An ability to commit to the *Committee* for the required duration; and
  - l) Willingness to celebrate the success and achievements of sports in the *Town* and surrounding areas.
  - m) Live or operate a business within the *Town* boundaries; and
  - n) Not have any direct affiliation with the *Town* or its *Council*.
- 5.7 The *Town* is committed to supporting all members from diverse and inclusive backgrounds. The *Committee* will establish guidelines and standards to promote social and cultural inclusion for groups or individuals from various backgrounds.
- 5.8 Members shall be appointed by resolution of *Council*, following the submission of an application.
- 5.9 The *Committee* may recommend individuals to *Council* for appointment to the *Committee* by submitting signed minutes that include the motion to recommend these individuals.
- 5.10 The *Committee* may recommend to *Council* an increase or decrease in membership of the *Committee*.
- 5.11 No member at large shall exceed six (6) consecutive years unless approved by a resolution of *Council*.
- 5.12 If a member misses three (3) consecutive regular meetings, unless the absence is approved by a resolution of the *Committee*, the *Town* Administration may declare the office of that absent member vacant upon the recommendation of the *Committee*.

- 5.13 If a member of the *Committee* is unable or unwilling to continue to serve as a member, *Council* may, by resolution, appoint a replacement.
- 5.14 Membership on this *Committee* is voluntary and does not come with any financial compensation.

## 6. SELECTION OF CHAIR

- 6.1 The Manager of Recreation, Arts, & Culture shall preside at regular meetings of the *Committee* until a *Chair* is elected pursuant to this bylaw.
- 6.2 The *Chair* and *Vice Chair* shall be selected by a majority vote of the members-at-large of the *Committee* at the first meeting of each calendar year or as soon as practicable thereafter.
- 6.3 The *Chair* and *Vice Chair* shall serve a term of one (1) year or until a successor is elected as per Section 6.2 of this policy.
- 6.4 Members may be re-elected to the position of *Chair* or *Vice Chair* but shall not serve more than two (2) consecutive years in the same position unless otherwise approved by the majority of the *Committee*.
- 6.5 The *Chair* shall preside over all meetings of the *Committee* and ensure that:
- a) meetings are conducted in accordance with applicable Town policies and procedures; and
  - b) fair opportunities for views and opinions are voiced and discussed by the *Committee*.
- 6.6 The *Vice Chair* will chair meetings in the *Chair's* absence or inability to act.
- 6.7 In the event of a vacancy in the office of *Chair*, the *Vice Chair* shall assume the role of *Chair* for the remainder of the year.
- 6.8 If the *Vice Chair* role becomes vacant or the *Vice Chair* assumes the permanent role of *Chair*, the *Committee* shall elect a new *Vice Chair* from among its members-at-large in accordance with Section 6.2 of this policy.

## 7. MEETING PROCEDURES

- 7.1 A meeting may be called by the *Chair* of the *Committee* or by request of a member through the *Chair*.
- 7.2 Quorum shall consist of the majority of voting members.
- 7.3 Meetings shall be conducted in accordance with good meeting practices on a consensus basis; when consensus cannot be reached, decisions shall be made in accordance with *Roberts Rules of Order, Newly Revised*.

- 7.4 Meetings shall be by any method and at such a frequency as deemed necessary; however, the *Committee* shall convene at least four (4) times per year.
- 7.5 The *Committee* will annually establish and agree upon a schedule of meetings. In exceptional circumstances, the *Committee* reserves the right to cancel or reschedule a meeting.
- 7.6 The *Committee* will adhere to established meeting procedures in accordance with best practices, in accordance with *Council and Committee Meeting Procedure Bylaw 04.21* and *Roberts Rules of Order, Newly Revised*. A copy of Bylaw 04.21 shall be provided to members upon appointment.
- 7.7 The appointed recording secretary shall prepare minutes of each meeting, which shall be approved at a subsequent meeting and signed by the *Chair*.
- 7.8 Each member is entitled to one vote, and the Chair will cast a vote only in case of a tie.

## **8. RECORDING SECRETARY**

- 8.1 *Town* Administration will appoint a recording secretary who is not a member at large and will not possess voting rights, and who will:
- a) organize meetings;
  - b) prepare and distribute agendas to all members;
  - c) record meeting minutes, which will be:
    - i) distributed to all members; and
    - ii) submitted to *Council* through the *Town's* Legislative Services department.
    - iii) Stored digitally according to the *Town's* retention and disposition policies and bylaws.

## **9. ADMINISTRATION SUPPORT**

- 9.1 *Town* Administration will provide the following support to the *Committee*:
- a) Provide meeting space at the Badlands Community Facility (BCF), at no cost;
  - b) Facilitate a review process for the *Committee* and its terms of reference every three (3) years;
  - c) Provide information and education on good governance issues such as conflict of interest, confidentiality, and register of interests;
  - d) Organize the recruitment and selection process for *Committee* members; and
  - e) Compile and circulate agendas, attend meetings, and record and distribute minutes.

## 10. CONFLICT OF INTEREST AND CONFIDENTIALITY

- 10.1 The discussions and deliberation of the *Committee* are confidential. Members shall restrict discussions with non-Committee members to information that has already been made public.
- 10.2 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 10.3 Any real or perceived conflicts of interest that may arise through the course of participation on the *Committee* must be disclosed to the *Committee* members immediately. Conflict of interest occurs when a *Committee* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. Conflicts of interests may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Committee's* recommendations;
  - b) personal or family relationships with individuals whose remuneration may be affected by the *Committee's* decisions; and/or
  - c) any other situation that could lead to bias or partiality in the *Committee's* deliberations or recommendations.
- 10.4 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Committee* or the *Chair* for guidance.
- 10.5 The member in conflict of interest shall not vote on the issue, and unless otherwise directed by the *Committee*, shall be absent from the discussion.
- 10.6 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 10.7 Members must declare any conflict of interest before a meeting or beforehand and report it to the *Chair*. In such a case, the affected member will not have voting rights on the specific item, and the *Committee* might request the member to leave or excuse themselves from the room.
- 10.8 If it is determined that the conflict-of-interest position precludes the member's ability to continue his or her role on the *Committee*, the member shall resign from the *Committee* and a new member may be appointed in accordance with Section 5.

## 11. COMMITTEE REPORTING

- 11.1 Copies of the approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the relevant *Council* Committee of the Whole Agenda as information.
- 11.2 The *Committee* will report annually on its activities to *Council* prior to the 30th of September of each year.

## **12. AUTHORITY**

12.1 The *Committee* is intended to act in an advisory capacity only; *the Council* shall not delegate any of *the Council's* powers, duties, or functions to the *Committee*.

## **13. TRANSITIONAL**

13.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

13.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 20<sup>th</sup> DAY OF JANUARY 2025.

READ A SECOND TIME THIS 20<sup>th</sup> DAY OF JANUARY 2025.

READ A THIRD AND FINAL TIME THIS 3<sup>rd</sup> DAY OF FEBRUARY 2025.

*The original document, duly signed and executed, is retained on file.*