



**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 (HGFAC) 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.

