

**VILLAGE OF WARNER
BYLAW NUMBER 633-24**

A BYLAW OF THE MUNICIPALITY OF VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCIL COMMITTEE FOR THE PURPOSES OF CREATING FUNDING PARAMETERS and ANNUAL REVIEW FOR THE WARNER COMMUNITY AGRICULTURE PROJECT.

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council committees; and

WHEREAS A Council may, by bylaw establish council committees and other bodies and establish the functions of the committee or body and the procedures to be followed by it.

The Council hereby establishes the following rules and regulations for the order and conduct in which the business of the Council Committee meetings shall be transacted.

1. TITLE

1.1. This bylaw shall be cited as the "Warner Community Agriculture Project Committee Bylaw".

2. COMPOSITION

2.1. The Warner Community Agriculture Project Committee (WCAPC) shall have a maximum of four (4) public at large members.

2.2. The Warner Community Agriculture Project Committee shall have a maximum of 1 appointed elected official.

2.3. The Committee shall be supported by the Chief Administrative Officer, or designate, administratively and in an advisory capacity.

3. COMMITTEE AUTHORITY

3.1. The WCAPC is advisory in nature, making recommendations to Council by way of motion to Council at a regular council meeting.

4. COMMITTEE MANDATE

4.1. The committee shall make recommendations to Council in the following areas:

- 4.1.1. The criteria used for grant funding applications;
- 4.1.2. Criteria on the grant dollar amount to be awarded;
- 4.1.3. The criteria used for choosing the grant recipient; and
- 4.1.4. Deadlines for applications and awarding.

4.2. On an annual basis, meet to review applications and make funding recommendations to Council.

4.3. Village of Warner Council is the final decision maker.

5. COMMITTEE REGULATIONS

5.1. Committee meetings are to comply with the provisions that are applicable to council committee meetings as prescribed in the *Municipal Government Act*, as well as adhere to the Village of Warner's Code of Conduct and the Procedural Bylaw.



5.2. The recording of minutes will take place at each WCAPC meeting, and will be maintained as an official record of the Village of Warner.

6. MEETING SCHEDULE

6.1. Meetings shall be held at the call of the Chair.

6.2. The WCAPC shall complete mandate provision 4.1 by the end of March, 2025.

6.3. Once provision 4.1 is complete, the WCAPC would meet once a year to adjudicate applications.

6.4. The WCAPC shall present to Council at the April 2025 Council meeting.

7. CHAIRPERSON

7.1. The Chair shall be chosen from amongst the Council appointed members.

8. ORDER OF BUSINESS

8.1. The business of the Committee intended to be dealt with shall be stated in the following order:

1. Call to Order
2. Agenda
 - A. Additions/Deletions to Agenda
 - B. Adoption of Agenda
3. Adoption of Previous Minutes
4. Grant Application Criteria
5. Grant Awarding Criteria
6. Closed Session (if needed)
7. Adjournment

9. QUORUM

9.1. The Municipal Government Act requirements will prevail for the Warner Community Agriculture Project Committee.


10. EFFECTIVE DATE

10.1. This bylaw shall come into force and effect on the date of its final passing.

Read a first time this 20th day of November 2024.

Read a second time this 18th day of December 2024.

Read a third time and passed this 18th day of December 2024.



Tyler Lindsay
Mayor



Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 18th day of December 2024.