

BYLAW 2021-17

Office Consolidation as of September 2, 2025

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ESTABLISHING THE CULTURAL ADVISORY COMMITTEE**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the “Cultural Advisory Committee Establishment Bylaw”.

INTERPRETATION

- 2 In this bylaw, “Committee” means the Cultural Advisory Committee.
- 3 Where a bylaw references a Town staff position, department, or Committee, the reference is deemed to be to the current name that the staff position, department, or Committee is known by.

ESTABLISHMENT

- 4 The Cultural Advisory Committee is hereby established.
- 5 The purpose of the Committee is to:
 - a) provide advice and recommendations to help Council implement the Canmore Cultural Master Plan based on approved budgets;
 - b) foster partnerships, innovation, and commitment for developing a creative economy, creative places, creative people, and creative identity; and
 - c) provide advice and recommendations to help Administration acquire and manage the public art collection.

FUNCTIONS

- 6 The Committee:
 - a) Reports annually to Council on:
 - i) The progress in realizing the directions and actions outlined in the Canmore Cultural Master Plan;
 - b) Assists Administration with:
 - i) reviewing and recommending updates to the Town’s arts and culture policies and plans for council approval.

- ii) suggesting priorities and community actions to be incorporated into work plans and budgets related to implementation of the Cultural Master Plan; and
 - iii) making recommendations on all public art sites and acquisitions that are funded through the Public Art Trust or donated or acquired through other means.
- c) Collaborates with the community by:
 - i) Looking for opportunities to engage, involve, and include the community in the public art process and in the building capacity of the cultural sector.
- 7 The members of the Committee and any sub-committees established by the Committee must comply with the Town's Purchasing Policy and Code of Conduct Policy.

PUBLIC ART SELECTION SUB-COMMITTEES

- 8 The Committee is authorized to establish temporary public art selection sub-committees as required to evaluate submissions received in response to requests for proposals for commissioned artwork and recommend a successful candidate to Administration.
- 9 Selection sub-committees are comprised of a minimum of five (5) voting members and may include any of the following:
 - a) the Council representative on the Cultural Advisory Committee,
 - b) a member of the Cultural Advisory Committee,
 - c) artist(s) appropriate for the selected medium,
 - d) community representative(s),
 - e) Treaty 7 and/or Metis Region 3 Indigenous representative(s),
 - f) an architect, landscape architect, and/or public art professional, and
 - g) a member of administration.

MEMBERSHIP AND TERM

- 10 The Committee is comprised of five (5) to seven (7) voting members as follows:
 - a) one (1) member of Council; and
 - b) four (4) to six (6) members of the public;
 - c) *Repealed 2025-28*

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d) *Repealed 2025-28*

e) *Repealed 2025-28*

10.1 Efforts will be made to reflect a diverse and representative public membership. The public membership composition options listed below are intended as a guideline rather than a strict requirement. The Committee may include public members as follows:

- a) one (1) public member who is an Indigenous representative who has contemporary or historical connections to the Bow Valley;
- b) up to three (3) public members who ideally represent the business, education, and social sectors in Canmore;
- c) one (1) professional cultural worker (employed or volunteer in the cultural sector); and
- d) one (1) member of the under 35 cultural community.

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11 The Committee includes the Supervisor of Arts and Culture or designate in a non-voting capacity.

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12 Council appoints public members and the Council member at Council's annual organizational meeting.

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13 The term of membership for public members is two (2) years for the first term and three (3) years for subsequent terms, beginning on the date following Council's annual organizational meeting and terminating on the date of the annual organizational meeting two or three years later.

14 The number of consecutive years served by a public member shall not exceed eight (8) years.

ELIGIBILITY

15 To be eligible for public membership on the Committee, a person must:

- a) be a resident of Canmore; and/or an Indigenous representative who has contemporary or historical connections to the Bow Valley;

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- a) be at least eighteen (18) years of age.

16 A public member is not eligible for continuing a term on the Committee and/or for reapplying for the next subsequent term on that Committee if the public member:

- a) fails to attend three (3) consecutive meetings of the Committee, unless the absence is caused through illness or is authorized in advance by resolution of the Committee; or
- b) ceases to meet the eligibility requirements set out in this bylaw.

RESIGNATIONS AND REMOVALS

- 17 Any public member may resign from the Committee at any time by sending written notice to the Committee chair.
- 18 If a vacancy occurs before Council's annual organizational meeting, Council may appoint a replacement for the remainder of the term.

MEETING SCHEDULE AND PROCEDURES

- 19 Quorum is a simple majority.
- 20 The Committee meets a minimum of nine (9) times per year according to a schedule approved by the voting members.
- 21 Public notice of a meeting is provided on the Town's website at least twenty-four (24) hours prior to the meeting.
- 22 The Committee conducts its meetings in public except where authorized by the municipal Government Act to close a meeting to the public.
- 23 The Committee chair is a public member selected by a majority vote of Committee members.
- 24 Matters are decided by majority vote. A tied vote is defeated.

MEETING RECORDS

- 25 Agendas are made available to Committee members at least three (3) days prior to a meeting and made available to the public at least one (1) day prior to a meeting.
- 26 Minutes are prepared for every Committee meeting and contain the following:
 - a) the date, time and location of the meeting;
 - b) the names of all Committee members present;
 - c) the name of anyone other than a Committee member who participated in the meeting; and
 - d) any motions made at the meeting, along with the results of the vote on the motion.
- 27 Questions and debate are not recorded in Committee minutes.
- 28 Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual Committee members.
- 29 Minutes of a meeting are adopted by motion at the next meeting.
- 30 Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.

- 31 Approved minutes are signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes are signed by the current presiding officer and recording secretary.

ENACTMENT/TRANSITION

- 32 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 33 Public Art Committee Establishment Bylaw 2018-19 is repealed on October 26, 2021.
- 34 This bylaw comes into force on the date it is passed.

FIRST READING: August 17, 2021

SECOND READING: August 17, 2021

THIRD READING: August 17, 2021

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2021-17	Cultural Advisory Committee Establishment Bylaw
2025-28	Cultural Advisory Committee Establishment Bylaw Amendment - Omnibus