



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1665

**LEE CREEK GOLF COURSE ADVISORY
COMMITTEE BYLAW**

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LEE CREEK GOLF COURSE ADVISORY COMMITTEE BYLAW

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA TO FORM A COMMITTEE TO ADVISE ON MATTERS PERTAINING TO THE GOLF COURSE.

WHEREAS, the provisions of section 145 of the Municipal Government Act chapter M-26 of the revised Statutes of Alberta 2000 permits the establishment and function of council committees and procedures to be followed by such committees;

AND WHEREAS, there is a desire for an advisory committee to provide expertise and advice pertaining to the operation of the Lee Creek Golf Course;

NOW THEREFORE, the Council of the Town of Cardston, duly assembled, enacts as follows:

PART I - TITLE, PURPOSE AND INTERPRETATION

TITLE

- 1) This bylaw shall be known as the “Lee Creek Golf Course Advisory Committee Bylaw” of the Town of Cardston.

PURPOSE

- 2) The Purpose of this Bylaw is to create a non-decision making public committee to advise on matters pertaining to the overall operation of the Lee Creek Golf Course within the Municipality of the Town of Cardston. The committee will also provide advice on the future of the Lee Creek Golf Course and any other matters which relate to the challenge of continued improvements of this excellent community facility including: strategic planning and capital infrastructure improvements.

RULES FOR INTERPRETATION

- 3) The table of contents, marginal notes and headings in this bylaw are for reference purposes only.

PART II – COMMITTEE STRUCTURE AND RESPONSIBILITIES

MEMBERSHIP

- 4) The Committee shall consist of five (5) voting members who have an interest and/or expertise regarding the

management and operation of a successful golf course.
These voting members shall consist of:

(a) Four (4) current paid members of the Lee Creek Golf Club;

(b) One (1) member at large from the community.

5) In addition, there shall be one non-voting member of the Town of Cardston Council on the committee, whose role is to act as Liaison between Council and the Committee and to report to Council on Committee activities.

6) In addition, there shall be one non-voting member of the Town of Cardston Administrative staff, appointed by the Chief Administrative Officer, whose role is to act as Coordinator of the Committee. The Coordinator will assist the committee by organizing meetings and providing administrative support.

TERM OF APPOINTMENT OF MEMBERS

7) Term of appointment for committee members will be 2 years. Council will appoint or reappoint members of the Committee.

(a) Committee member terms must be staggered so that no more than 2 voting member's terms will be up for renewal in the same calendar year.

8) Term of Council Liaison will be at the will of the Mayor and Council.

9) Term of Coordinator of the Committee will be at the will of the Chief Administrative Officer,

CHAIR

10) The Advisory Committee shall elect a Chairman and Vice Chair for the Committee at its first meeting.

(a) The Chairman will be elected from within the Advisory Committee supported by the majority of the committee.

(b) To facilitate 7(a), the Chair and one other voting member will sit for 2 year terms, the Vice chair and remaining voting member will sit for a 1 year term.

ACTIVITIES TO BE UNDERTAKEN BY THE COMMITTEE

11) To advise Council on the opportunities and requirements for the operation of the course such as:

(a) Staff levels

(b) Operational budget

(c) Schedule of fees

(d) Marketing initiatives

(e) Fundraising

(f) Capital planning

12) Formulation of ad-hoc committees as specific issues and projects requiring dedicated resources arise.

13) Consideration and recommendation on all matters referred to it by Council.

14) Formulation and recommendation to Council and/or Administration on matters within its policy areas.

TERMS OF REFERENCE

15) The Committee may draft a Terms of Reference at their discretion to address any matters not governed by this bylaw.

MEETINGS

16) Meetings will be at the call of the Council Liaison.

RECOMMENDATIONS

17) Recommendations of this Committee will be forwarded to Council in writing by the Council Liaison as part of the regular committee reports.

EFFECTIVE DATE

18) This Bylaw shall come in force upon the date of its third and final reading.

Received First Reading this 13th day of February, 2018

Received Second Reading this 27th day of February, 2018

Received Third & Final Reading this 27th day of February, 2018

Signed by the Mayor and the Chief Administrative Officer this 28th day of February, 2018

TOWN OF CARDSTON

MAYOR – *Maggie Kronen*

CHIEF ADMINISTRATIVE OFFICER – *Jeff Shaw*