

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 25-030

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A BURSARY AWARD COMMITTEE**

WHEREAS, pursuant to the Municipal Government Act, RS.A. 2000, c M-26, section 145, a Council may pass bylaws in relation to the establishment, functions and procedures to be followed by council Committees and other bodies;

NOW THEREFORE, the Council of Lethbridge County, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw shall be cited as the "Bursary Award Committee Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a. "Bursary Policy" means Policy No. 182 – Bursary Policy.
- b. "Committee" means the Bursary Award Committee.
- c. "Council" means the Council of Lethbridge County.
- d. "Council Policy" means policy approved by Council that directs municipal operations.
- e. "Organizational Meeting" means the annual meeting at which Council makes appointments and sets schedules.

3. PURPOSE

3.1 The purpose of this Bylaw is to establish the Bursary Award Committee as a standing committee of Council responsible for reviewing all eligible bursary applications submitted under Lethbridge County Bursary Policy, evaluating applicants using the established criteria and recommending selected bursary recipients to Council for final approval.

4. AUTHORITIES GRANTED

4.1 The Committee is advisory only and holds no final decision-making authority. The Committee may make recommendations to council which council may then adopt, reject, amend and adopt or provide further instructions to the Committee before making a decision and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 The Committee shall:

- a. Review all bursary applications submitted within the timelines set out in the Bursary Policy;
- b. Assess applications in accordance with established eligibility and selection criteria;
- c. Ensure transparency, fairness, and consistency in the evaluation process;
- d. Select recommended recipients and forward those recommendations to Council; and
- e. Report to Council upon completion of each year's review process.

6. TERMS OF REFERENCE

6.1 The Committee Terms of Reference are established separately by Council and may be amended by Council resolution.

7. COMMITTEE COMPOSITION AND TERM OF APPOINTMENT

7.1 The Committee shall consist of:

- a. Three (3) members of Council, appointed annually at the Organizational Meeting;
- b. Director of Corporate Services, serving as administrative advisor;
- c. Administrative support staff, as required

7.2 Council members shall serve until the next Organizational Meeting or until a successor is appointed.

7.3 A quorum shall consist of any two (2) Council members.

8. MEETINGS AND REPORTING

8.1 The Committee shall meet annually after the bursary application deadline of June 1, or as needed to complete its mandate.

8.2 Meetings will be called by the Director of Corporate Services.

8.3 The Committee shall submit its recommendations for bursary recipients to Council no later than July 31 of each year.

9. DISSOLUTION

9.1 The Committee may be dissolved by Council at any time by resolution.

10. SEVERABILITY

10.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

11.EFFECTIVE DATE

11.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer.

GIVEN first reading this 4th day of December, 2025



Reeve



Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025



Reeve



Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025



Reeve



Chief Administrative Officer