

TOWN OF VAUXHALL

BYLAW NO 895-15

POLICY, BYLAW & RATE COMMITTEE BYLAW

BEING A BYLAW OF THE TOWN OF VAUXHALL, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMMITTEE OF COUNCIL

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, Council may pass bylaws in relation to the establishment, functions, procedures and conduct of council committees.

AND WHEREAS the Council of The Town of Vauxhall considers it expedient to establish Council Committees to support and to advise Council on matters relevant to the Towns operations.

NOW THEREFORE the Council of The Town of Vauxhall, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta 2000 c M- 26 enacts as follows:

1. NAME OF BYLAW

This Bylaw may be cited as the "Policy, Bylaw & Rate Committee Bylaw".

2. PURPOSE OF BYLAW

The purpose of this bylaw is to establish the Policy, Bylaw & Rate Committee and to prescribe powers, duties, functions, structure and procedures.

3. DEFINITIONS

3.1 In this Bylaw:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to this Committee by the Chief Administrative Officer or appointed delegate;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Vauxhall and whatever subsequent title may be conferred on that officer by the Council or Statute;
- 3.1.3 "Committee" means the Policy, Bylaw & Rate Committee
- 3.1.4 "Council" means the municipal council of the Town of Vauxhall.
- 3.1.5 "Councillor" means a Councillor of the Town of Vauxhall.
- 3.1.6 "Chair" means the person who has been chosen to head the committee.
- 3.1.7 "Vice Chair" means the person who has been chosen to head the committee in the absence of the chair.
- 3.1.8 "Mayor" means the Chief Elected Official of the Town.
- 3.1.9 "Ex-officio" means the by virtue of one's office, which forms part of the quorum only when present at Committee meetings and when present, they shall vote.

4. ESTABLISHMENT

- 4.1 Policy, Bylaw & Rate Committee is hereby established as a committee of Council to review and provide recommendations on policies, bylaws and rates as deemed by Council
- 4.2 The Committee shall be deemed to be a Committee of Council and shall be responsible and accountable to only Council.

5. POWERS OF COMMITTEE

- 5.1 The Committee shall provide a forum for examining issues relevant to its mandate by considering topics from the following sources:
 - 5.1.1 receipt of requests from Council
 - 5.1.2 initiation from within the Committee
 - 5.1.3 receipt of requests from Administration.
- 5.2 The Committee shall not have the power to pledge the credit of the Town, to pass bylaws, policies or rates or to enter into any contractual agreements.
- 5.3 The Committee shall prepare recommendations, discussions papers and other documents as appropriate to Council.
- 5.4 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council for a specific defined purpose.
- 5.5 Appointed Council members shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, per our Procedural Bylaw.

6. MEMBERSHIP

- 6.1 A Committee shall be composed of two (2) members of Councils with an alternate Councillor.
- 6.2 Council shall appoint Council Representation to such committees, unless immediate appointment is required mid-term, these appointments shall be made on an annual basis for a one (1) year term at the organizational meeting.
- 6.3 The Mayor is an Ex-officio member of all Council Committees and bodies which Council has a right to appoint members under the MGA.
- 6.4 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the committee accepting valid reason for his or her absence.

7. CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1 At the first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson from among its members.
- 7.2 The Chairperson shall preside over all meetings for the Committee and decide all points of order that may arise.
- 7.3 In the absence of the Chairperson, the Vice-Chairperson shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.

8. ADMINISTRATIVE REPRESENTATIVE

- 8.1 The Chief Administrative Officer shall appoint an Administrative Representative to the Committee.
- 8.2 The Administrative Representative shall ensure that accurate minutes are kept of all meetings, copies of which shall be made available to Council at regular meeting of Council.
- 8.3 The Administrative Representative shall provide advice, research, information and additional support staff as required.
- 8.4 The Administrative Representative shall not be a member of the Committee and may not vote on any matter.

9. MEETINGS

- 9.1 The Committee shall give at least one (1) weeks' notice of a Committee meeting to all members.
- 9.2 A majority of the Committee members shall constitute a quorum at a Committee meeting.
- 9.3 All members of the Committee, including the Chairperson, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be defeated.
- 9.4 Agenda will be distributed and sent to Committee members at least five (5) days in advance.
- 9.5 Committee Members may be paid remuneration and reimbursement for expenses as set by Councils Remuneration and Service Awards Policy.

10. GENERAL

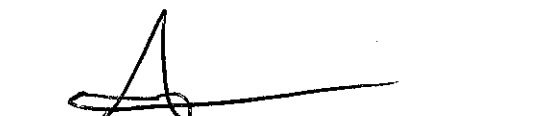
- 10.1 The Procedural Bylaw shall govern Committees and shall be binding upon all Committee members.
- 10.2 All Communication shall be directed through the Administrative Representative to ensure compliance with Town protocols.

READ a **first** time this 21st day of September, 2015.

READ a **second** time this 21st day of September, 2015.

READ a **third** time and finally PASSED this 5th day of October, 2015.


Mayor – Margaret Plumtree


Chief Administrative Officer – Cris Burns