

TOWN OF DUNDURN

BYLAW 2018-06

A BYLAW TO ESTABLISH COMMITTEES OF THE TOWN OF DUNDURN

WHEREAS it is deemed expedient and in the public interest to establish Council Committees to support and facilitate the achievement of the Town of Dundurn's vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of the Town of Dundurn, in the Province of Saskatchewan, enacts as follows:

1. SHORT TITLE

- a) This Bylaw may be cited as "The Boards and Committees Bylaw."

2. DEFINITIONS

- a) The purpose of this bylaw is to govern the establishment and regulation of Council committees.
- b) "Committee" means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or subject to Section of this Bylaw, entirely of Members at Large.
- c) "Council" means the Council of the Town of Dundurn.
- d) "Ex-Officio" means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at committee meetings, and when present, they shall vote.
- e) "Member At Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw.
- f) "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual committee and which are in addition to or beyond the parameters of this Bylaw.

3. ESTABLISHMENT

- a) Council hereby establishes those committees as set out in the Appendix attached to and forming part of this Bylaw.
- b) Each committee is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- c) Committee terms of reference are to be reviewed on a periodic basis to ensure that they reflect the current mandate of the committee with respect to the responsibility conferred upon the committee by Council.
- d) Each committee shall submit to Council for ratification, on an annual basis, a list of its members and executive members or if new members are appointed during the year.

4. POWERS OF COMMITTEES

- a) A committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- b) Ad hoc committees and task forces established by a committee shall report to the committee in a manner determined by the committee.
- c) A committee may adopt rules, consistent with the provisions of The Municipalities Act or of this Bylaw, governing its conduct and procedures and may vary such rules from time to time by a vote of a majority of its members in attendance at a meeting.

- d) A committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements that extend to the Town, without the Town's written express consent.
- e) A committee may make decisions by majority agreement of it's members present.

5. DUTIES OF COMMITTEES

- a) Act in an advisory capacity to Council in all matters pertaining to that Committee's mandate and terms of reference, and to cooperate with other governmental agencies and civic groups in the advancement of sound planning and programming.
- b) Formulate policies on matters pertaining to that Committee's mandate and terms of reference.
- c) Make periodic assessment of services that exist or may be needed pertaining to that Committee's mandate and terms of reference.

6. REPORTING TO COUNCIL

- a) All committees of Council shall provide Council with an Annual Activity Report, in writing, for the activities of the previous year or minutes of each meeting.

7. LIABILITY INSURANCE

- a) The committees shall be listed as Additional Insureds under the Town's liability insurance policy pursuant to the committee's duties performed for the Town under this Bylaw.

8. INDEMNIFICATION OF TOWN

- a) The Town shall assume the defense of and safe harmless the committee from and against all claims, damages, costs, expenses, actions and suits caused by, or arising out of, or in connection with, whether directly or indirectly, the carrying out of the committee's duties; or by reason of matter or thing done, permitted or omitted to be done by the Town, its agents, or employees and whether occasioned by the negligence of the Town, its agents, employees or otherwise.

9. SPECIAL EVENTS

- a) The committees shall obtain Special Events Insurance for any activity that is not in the normal operation of their responsibility.

Introduced and given first reading on June 11, 2018
Given second reading on June 11, 2018
Given final reading and hereby adopted on this June 11, 2018

Certified true copy of Bylaw 2018-06
Adopted by resolution of council.

Eileen Prosser, Administrator



Per Vinding, Mayor

Eileen Prosser, Administrator

APPENDIX A

List of Boards, Committees, Sub-Committees and Associations:

- 1) Canada Day Committee
- 2) Dundurn Local Branch Wheatland Library Board
- 3) Dundurn Sports Centre Steering Committee
- 4) Dundurn Community Hall Committee
- 5) Dundurn Rink Committee
- 6) Dundurn Fall Supper Committee
- 7) Dundurn Community Association
- 8) Dundurn Emergency Measurers Coordinator Committee
- 9) Dundurn Skate Park Committee