

# TOWN OF HANLEY

## BYLAW NO. 18/16

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### A BYLAW TO ESTABLISH COMMITTEES OF THE TOWN OF HANLEY

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

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

1. This Bylaw may be cited as "The Boards and Committees Bylaw."
2. The purpose of this bylaw is to govern the establishment and regulation of Council committees.
3.
  - i. "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.
  - ii. "Council" means the Council of the Town of Hanley.
  - iii. "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.
  - iv. "Member At Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw.
  - v. "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.
4.
  - 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 an annual 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.
5.
  - 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 two-thirds majority of all the members of the committee.
  - 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.

6. The duties of the committees shall be to:
  - 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.
7. All committees of Council shall provide Council with an Annual Activity Report, in writing, for the activities of the previous year.
8. 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.
9. 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.
10. The committees shall obtain Special Events Insurance for any activity that is not in the normal operation of their responsibility.

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Mayor

S E A L

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Administrator

## APPENDIX A

### List of Boards or Committees:

- 1) Hanley Agricultural Society Committee
- 2) Hanley Local Branch Wheatland Library Board
- 3) Community Initiative Program Committee
- 4) Hanley Arena Committee
- 5) Hanley Artificial Ice Committee
- 6) Hanley/Rosedale Fire Protection District Board
- 7) Hanley Centennial Committee
- 8) Hanley Curling Club Committee
- 9) Hanley Cemetery Committee