

DISTRICT OF KATEPWA

BYLAW NO. 5- 2017

A BYLAW OF THE DISTRICT OF KATEPWA TO ESTABLISH COMMITTEES

The Council of the District of Katepwa, in the Province of Saskatchewan, enacts as follows:

1. This bylaw may be cited as the “Committee Bylaw”.
2. The following terms shall have the following meanings:
 - a) “**Chairperson**” shall mean a person appointed by the established committee who has the authority to preside over a committee meeting.
 - b) “**Chartered Club**” shall mean a club chartered by a recognized service club such as Lions Club, Rotary Club, etc.
 - c) “**Committee**” shall mean established committee or special committee.
 - d) “**Council**” shall mean the Council of the District of Katepwa.
 - e) “**Established Committee**” shall mean a committee appointed by Council that meets the terms set out in Section 4 of this bylaw.
 - f) “**Member**” shall mean the mayor, councillor or the appointed individual to an established committee or special committee.
 - g) “**Municipality**” shall mean the District of Katepwa.
 - h) “**Quorum**” shall mean the majority of those members present at a meeting.
 - i) “**Secretary**” shall mean an individual appointed by the established committee to prepare meeting agendas and prepare written minutes at a committee meeting.
 - j) “**Special Committee**” shall mean a committee appointed by Council to assist with a municipal project that is authorized by Council and funded by the municipality.

- k) **“Vice Chairperson”** shall mean a person appointed by the established committee to preside over a committee meeting in the absence of the Chairperson.

3. Chartered Club

- a. A service club shall be recognized upon the following:
 - i. A resolution adopted by Council recognizing the service club.
- b. A Chartered Club shall be eligible for 50/50 funding subject to the following:
 - i. As of November 30th each year, the service club may submit a project proposal. The project proposal shall include the dollar amount, information on the project, and any additional information that may be required by Council.
 - ii. A resolution adopted by Council providing approval of the project proposal and of the 50% funding amount by the municipality.

4. Committee

- a. A minimum of one member of Council shall be appointed to sit on the committee.
- b. A member of Council shall act only in an advisory capacity to the committee.
- c. Council may, in its discretion, revoke an appointed member of a committee or any committee.
- d. Every committee shall report to Council, and no action of any committee shall be binding on the municipality unless:
 - i. Power to take such action is expressly conferred on the committee by a bylaw or resolution of Council.

5. Established Committee

- a. A committee shall be recognized as an Established Committee upon the following:
 - i. A resolution adopted by Council recognizing the committee and the names of the members appointed to the committee.
 - ii. Appointment of the committee shall be for a two (2) year term.
 - iii. A Chairperson, Vice Chairperson and Secretary shall be appointed.
 - iv. Shall consist of a minimum of six members.
 - v. A minimum of two scheduled general meetings shall be held annually.
 - vi. Public notice shall be posted at the municipal office of the date, time and location of the scheduled meetings at least four weeks in advance.
 - vii. The secretary of the committee shall give at least twenty-four (24) hour notice to the members of the committee and the public upon a change to the date, time or place of the scheduled meeting.
 - viii. The Secretary shall prepare written minutes from the discussion held at the scheduled general meetings and executive committee meetings.
 - ix. The minutes of the committee shall receive approval of the majority of the members present, they shall be signed by the Chair and Secretary. Once signed, the signed documents shall be forwarded to the administrator for presentation to Council.
- b. An Established Committee shall be eligible for 50/50 funding subject to the following:
 - i. As of November 30th each year, the committee may submit a project proposal. The project proposal shall include the dollar amount, information on the project, and any additional information that may be required by Council.
 - ii. A resolution adopted by Council providing approval of the project proposal and of the 50% funding amount by the municipality.

6. 50/50 Funding

- a. An established committee shall fund 50% of the project proposal through fundraising and/or grant funding performed by the committee.
- b. A chartered club shall fund 50% of the project proposal through fundraising and/or grant funding performed by the service club.
- c. The 50% funding amount by the municipality for an established committee and/or chartered club shall be included as a line in the budget of the upcoming calendar year.
- d. The terms for payment of the 50% funding amount by the municipality shall be set out in the resolution adopted by Council.

7. Special Committee

- a. A committee shall be recognized as an Special Committee upon the following:
 - i. A resolution adopted by Council recognizing the names of the members appointed to the special committee to assist with the municipal project.
 - ii. Shall consist of a minimum of six members.
 - iii. An act or recommendation of the committee is not effective unless adopted by a resolution of Council.

8. This bylaw shall come into effect on the date of final passage.

SEAL

MAYOR

CAO

THIS IS A CERTIFIED TRUE AND
CORRECT COPY OF BYLAW.
Adopted by resolution on this ____ day of
2017.

CAO