

TOWN OF RAYMOND
BYLAW NO. 1049-17
BYLAW AND POLICY COMMITTEE

**A BYLAW OF THE TOWN OF RAYMOND TO ESTABLISH AND DEFINE THE
FUNCTIONS OF THE BYLAW AND POLICY COMMITTEE.**

WHEREAS it is provided in Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, that the Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS Council wishes to establish a council committee to assist Council with matters related to Town bylaws and policies;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF RAYMOND, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - INTERPRETATION

1. This Bylaw may be referred as the "Bylaw and Policy Committee Bylaw".

PART 2 – APPLICATION

2. This Bylaw applies to all policy and bylaw related issues concerning the Town of Raymond.

PART 3 - DEFINITIONS

3. In this Bylaw:
 - a. "Town" means the municipal corporation of the Town of Raymond or the area contained within the boundaries of the Town.
 - b. "Committee" means the Bylaw and Policy Committee established by this Bylaw.
 - c. "Council" means the municipal council of the Town of Raymond.
 - d. "Interested party" means an individual or group specifically invited by the Committee to attend a specified Committee meeting to address a specific item on the Committee's agenda.

PART 4 – MEMBERSHIP

4. The Committee shall consist of 3 Councillors and specified member of the administration.
5. a. Annually, the Committee will by resolution, designate one (1) member as Chair. The appointment of the Chair of the Committee shall be done at the same time as the annual appointments of Council members to other committees.

b. In the event that a permanent vacancy of the Chair of the Committee occurs during the year, the Committee shall, by resolution, appoint another member of the Committee to serve as Chair for the remainder of the vacating member's term.

c. In the case of a temporary absence of the Chair, the members present shall appoint another member of the Committee to serve as Acting Chair during such absence.
6. a. The Committee shall meet, as required, at the call of the Chair.

b. In the event that the Chair is unwilling or unable to call a meeting of the Committee, any member of Council may request that Council, by resolution, call a meeting of the Committee.
7. The Chair shall, in ensuring that the Committee fulfills its roles and responsibilities as defined in this Bylaw, undertake the following:
 - a. Schedule and chair Committee meetings;
 - b. Approve agendas for Committee meetings in consultation with administration;
 - c. Sign minutes of the Committee proceedings along with the CAO;
 - d. Liaise with the administration; and
 - e. Report to Council of behalf of the Committee.

8. The Committee Chair may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda.
9. The Committee shall:
 - a. Review and make recommendations to Council on bylaw and policy related issues, including new bylaw and policy implementation, and amendments to, or repeal of, current bylaws and policies.
 - b. Review town bylaws and policies to ensure they are reflective of Council direction and vision, administrative practices, and adhere to relevant regulations, acts and statutes.
 - c. Review town bylaws and policies to ensure they establish procedural guidelines and otherwise facilitate consistent and fair decision making.

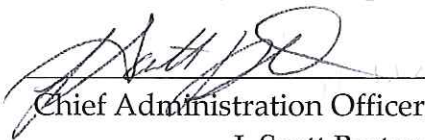
Read a first time this the 2nd day of January, 2018.

Read a second time this the 16th day of January, 2018.

Read a third time and passed this the 16th day of January, 2018.



Mayor Jim Depew



Chief Administration Officer
J. Scott Barton