

**TOWN OF RAYMOND  
BYLAW NO. 1051-18**

A BYLAW OF THE TOWN OF RAYMOND TO ESTABLISH AND DEFINE THE  
FUNCTIONS OF THE ACHIEVEMENT RECOGNITION COMMITTEE.

**WHEREAS** it is provided in Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, that 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 the recognition of achievement in the Town of Raymond;

**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 “Achievement Recognition Committee Bylaw”.

**PART 2. – APPLICATION**

1. This Bylaw applies to all achievement recognition related issues concerning the Town of Raymond.

**PART 3. - DEFINITIONS**

1. In this Bylaw:
  - (a) “Committee” means the Achievement Recognition Committee established by this Bylaw.
  - (b) “Council” means the municipal council of the Town of Raymond.
  - (c) “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.
  - (d) “Town” means the municipal corporation of the Town of Raymond or the area contained within the boundaries of the Town.

**PART 4. – MEMBERSHIP**

1. The Committee shall consist of one Town Councillor and seven (7) members at large.
2. (a) Annually, following Council Organizational Meeting, the Committee will designate one (1) member as Chair.  
  
(b) If a permanent vacancy of the Chair of the Committee occurs during the year, the Committee shall 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.
3. (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.
  4. 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.
  5. 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.
  6. The Committee shall review and make recommendations to Council on achievement recognition related issues, including:
    - (a) Development of a framework outlining the areas of social, professional, athletic and civic life in Raymond to be considered for achievement recognition. The committee may also seek approval from Council to recognize achievement in any other area not outlined in the above statement.
    - (b) Development of criteria for eligibility for recognition, nomination process, award night, forms of recognition, etc.
    - (c) Any other processes and procedures necessary for the establishment and functioning of the committee.

Read a first time this the 20<sup>th</sup> day of February 2018.

Read a second time this the 6<sup>th</sup> day of March 2018.

Read a third time and passed this the 6<sup>th</sup> day of March 2018.

This bylaw will come into effect upon third and final reading.

## **PART 5. – AMENDMENTS**

Read a first time this 19<sup>th</sup> day of March, 2019.

Read a second time this 2<sup>nd</sup> day of April 2019.

Read a third time and passed this the 2<sup>nd</sup> day of April 2019.

This bylaw will come into effect upon third and final reading.



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Mayor  
Jim Depew



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Chief Administration Officer  
Kurtis Pratt