

**TOWN OF RAYMOND
BYLAW NO. 1103-21**

A BYLAW OF THE TOWN OF RAYMOND TO ESTABLISH AND DEFINE THE FUNCTIONS OF THE
COMMUNITY ENGAGEMENT 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 engaging the public during the Council decision making process;

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 “Community Engagement Committee Bylaw”.

PART 2 – APPLICATION

2. This Bylaw applies to issues related to engaging the public in the decision-making process for the Council of 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 Community Engagement 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 two (2) Town Councillors and no more than six (6) members at large.
 - (a) Members at large will serve on the committee for a term not to exceed two (2) years.

- (b) Members at large wishing to serve beyond a two-year term can re-apply for membership. When there are more applications than vacancies, new applicants will be given priority over returning applicants.
5. (a) The Committee Chair will be a Town Councillor appointed to the Committee. Appointment will occur yearly at the Council Organizational meeting.
 6. The Committee will designate by resolution one (1) member as Vice Chair annually following Council Organizational Meeting.
 7. The Committee shall meet as required at the call of the Chair. If 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.
 8. 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) Liaise with administration; and
 - (d) Report to Council on behalf of the Committee.
 9. 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.
 10. The Committee shall review and make recommendations to Council on Town engagement related issues, including but not limited to:
 - (a) evaluating the level, method and circumstances under which citizens should be involved in the municipal decision-making process
 - (b) Enhancing the transparency of municipal decision making
 - (c) Growing public engagement in municipal matters
 - (d) Engagement issues as requested by Council from time to time

Read a first time this 4th day of May 2021

Read a second time this 18th day of May 2021.

Read a third time and passed this 18th day of May 2021.

Mayor

Jim Depew

Chief Administration Officer

Kurtis Pratt