



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BYLAW COMMITTEE.

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WHEREAS

Pursuant to Section 145 of the Municipal Government Act, RSA 2000. Chapter M-26, which permits Councils to pass bylaws in relation to the establishment and functions of Council Committees and other bodies and procedures to be followed by Council, Council Committees and other bodies established by the Council

AND WHEREAS

The Council of the Town of Rimbey desires to create a Committee.

NOW THEREFORE

The Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

**SECTION 1 - Title**

1. This Bylaw may be cited as the Bylaw Committee Bylaw.

**SECTION 2 – Definitions**

In this bylaw, unless the context otherwise requires:

“Bylaw Committee” means the persons appointed by the Rimbey Town Council, and shall include any person authorized or appointed to carry out its duties.

“Member at Large” means a member of the public appointed by Council.

“Council” mean the Council of the Town of Rimbey.

“Town” means the Town of Rimbey.

**SECTION 3 – Establishment**

2. The Bylaw Committee is hereby established.

**SECTION 4 – Composition of the Committee**

3. The Bylaw Committee shall allow for up to 6 voting members (2 Town Councilors and 4 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.

**SECTION 5 – Context**

4. The mandate of the Bylaw Committee will be to review previous bylaws of the Town of Rimbey and review new bylaws prior to submission to Council for review and adoption.

**SECTION 6 – Term of Membership**

5. All the members appointed to the Committee will be appointed by the Council of the Town of Rimbey (the “Council”) at the annual Organizational Meeting, with the exception of the inaugural appointment on establishment of the Bylaw Committee, which may be made by resolution upon passing of this bylaw.



BYLAW NO. 983/21

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**SECTION 7 – Roles and Responsibilities**

6. The Bylaw Committee shall consist of the following:
  - a. A Chairperson appointed by the members of the Bylaw Committee;
    - ◆ The Chairperson is responsible for developing the meeting agenda, setting the meeting dates, presiding over the meeting, and reporting to Council.
  - b. A Deputy Chairperson as voted by the Bylaw Committee;
    - ◆ The Deputy Chairperson is responsible for assuming the responsibilities of the Chair during times of the Chair's absence or at the discretion of the Chairperson. The Deputy Chair assists with the duties of the Chair.
  - c. A Recording Secretary
    - ◆ The recording Secretary takes notes at the meeting, prepares meeting notices and prepares the request for decision to go to Council.
7. The Bylaw Committee shall set the date and times of their Bylaw Committee Meetings.
8. The 2 Council Members and 4 Members at Large shall have equal voting rights within the "Bylaw Committee".
9. Three (3) voting members of the Bylaw Committee shall constitute a quorum.
10. The Chairperson of the Committee shall be selected by the Bylaw Committee.
11. The Town of Rimbey Council will consider, but will not be bound by any recommendation made by the Bylaw Committee.
12. All Bylaw Committee meetings will be open to the public, for observation only.
13. The Mayor shall be an ex-official member of all Council committees and boards which Council has a right to appoint members under the Municipal Government Act.
14. The Bylaw Committee will submit their Minutes to Rimbey Town Council to be accepted as information.

**SECTION 8 – Scope of the Bylaw Committee**

15. The Bylaw Committee shall not:
  - a) Have any budgetary responsibilities;
  - b) Receive any honoraria or expense reimbursement unless through resolution of Council;
  - c) Represent Council, nor make decisions for Council;
  - d) Discuss circumstances that "may" require "closed session" discussion.



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**SECTION 9 – Effective Date**

16. Bylaw 972/20 is hereby repealed.

17. This Bylaw shall come into effect on the date of third and final reading.

READ a First Time in Council this 22 day of November 2021.

READ a Second Time in Council this 22 day of November 2021.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this 22 day of November, 2021.

A handwritten signature in black ink, appearing to read "Rick Pankiw".

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Mayor Rick Pankiw

A handwritten signature in black ink, appearing to read "Lori Hillis".

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Chief Administrative Officer Lori Hillis