

# TOWN OF LUMSDEN

## Bylaw No. 10-2017

### A Bylaw to establish Committees of the Town of Lumsden

WHEREAS it is deemed expedient and in the public interest to establish Council Committees to support and facilitate the achievement of the Town of Lumsden's vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of the Town of Lumsden, in the Province of Saskatchewan, enacts as follows:

#### 1. SHORT TITLE

- a) This Bylaw may be cited as the "**The Boards and Committees Bylaw**".

#### 2. DEFINITIONS

- a) "**Committee**" means a Committee established by Council pursuant to this bylaw, which Committee may consist of a combination of Councillors and Members at Large or entirely of Members at Large;
- b) "**Council**" means the Council of the Town of Lumsden;
- c) "**Ex-Officio**" means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at committee meetings, and when present, they shall vote;
- d) "**Member At Large**" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- e) "**Terms of Reference**" means those terms pertinent to the establishment and mandate of an individual committee and which are in addition to or beyond the parameters of this Bylaw;
- f) "**Town**" means the Town of Lumsden.

#### 3. ESTABLISHMENT

- a) Council hereby establishes those committees as set out in Schedule "A" attached to and forming part of this Bylaw.
- b) Each committee is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- c) Committee Terms of Reference are to be reviewed on an annual basis to ensure that they reflect the current mandate of the committee with respect to the responsibility conferred upon the committee by Council.
- d) Each committee shall submit to Council for ratification, on an annual basis, a list of its members and executive members.

#### 4. POWERS OF COMMITTEES

- a) A committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- b) Ad hoc committees and task forces established by a committee shall report to the committee in a manner determined by the committee.
- c) A committee may adopt rules, consistent with the provisions of The Municipalities Act or of this Bylaw, governing its conduct and procedures and may vary such rules from time to time by a vote of a majority of all the members of the committee.
- d) A committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements that extend to the Town, without the Town's written express consent.

#### 5. DUTIES OF COMMITTEES

- a) The Committees shall act in an advisory capacity to Council in all matters pertaining to that Committee's mandate and terms of reference, and to cooperate

with other governmental agencies and civic groups in the advancement of sound planning and programming.

- b) The Committees shall formulate policies on matters pertaining to that Committee's mandate and terms of reference.
- c) The Committees shall make periodic assessment of services that exist or may be needed pertaining to that Committee's mandate and terms of reference.

**6. REPORTING TO COUNCIL**

- a) All committees of Council shall provide Council with an Annual Activity Report each year, in writing, for the activities of the previous year in the format as set out in Schedule "B" attached to and forming part of this Bylaw.
- b) Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

**7. LIABILITY INSURANCE**

- a) All Committees shall be listed as Additional Insureds under the Town's liability insurance policy pursuant to the committee's duties performed for the Town under this Bylaw.

**8. INDEMNIFICATION OF TOWN**

- a) The Town shall assume the defense of and save harmless the committee from and against all claims, damages, costs, expenses, actions and suits caused by, or arising out of, or in connection with, whether directly or indirectly, the carrying out of the committee's duties; or by reason of matter or thing done, permitted or omitted to be done by the Town, its agents, or employees and whether occasioned by the negligence of the Town, its agents, employees or otherwise.

**9. SPECIAL EVENTS**

- a) The committees shall obtain Special Events Insurance for any activity that is not in the normal operation of their responsibility.

**10. EFFECTIVE DATE**

- a) This Bylaw shall come into force and take effect upon third reading thereof.

Read a first time on this 15<sup>th</sup> day of August, 2017.  
 Read a second time on this 12<sup>th</sup> day of September, 2017.  
 Read a third time and adopted this 12<sup>th</sup> day of September, 2017.



*[Signature]*  
 Mayor  
*[Signature]*  
 Chief Administrative Officer

Certified to be a true copy of Bylaw No. 10-2017  
 adopted by the Council of the Town of Lumsden  
 on the 12<sup>th</sup> day of September, 2017

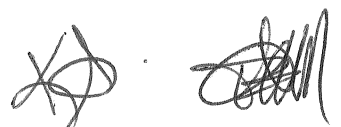
*[Signature]*  
 Chief Administrative Officer

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**SCHEDULE "A"**

List of Boards or Committees:

1. Lumsden Historical Society
2. Lumsden Local Library Board
3. Lumsden Sports Centre
4. Lumsden Curling Club
5. Lumsden Cemetery Committee
6. Lumsden and District Dew Drop In Centre
7. Lumsden & District Arts Council
8. Qu'Appelle Valley Nordic Ski Club Facility Committee
9. Scarecrow Festival

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**SCHEDULE "B"**

# Committee Annual Report

Committee Name: \_\_\_\_\_

An overview of the activities of the committee during the previous year

Intended direction or projects for the upcoming year

Recommended revisions, as necessary, to their terms of reference.

Please complete this form by January 31<sup>st</sup> annually and submit it to the Town of Lumsden.

