

## **TOWN OF WADENA**

### **BYLAW NO. 2023-11**

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#### **A BYLAW TO ESTABLISH COMMITTEE OF THE TOWN OF WADENA IN THE PROVINCE OF SASKATCHEWAN TO PROVIDE FOR THE ESTABLISHMENT OF A COMMITTEE TO PROMOTE AND IMPLEMENT AN ANNUAL TOWN AND COUNTRY FAIR**

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

1. This Bylaw may be cited as “The Boards and Committees Bylaw.”
2. The purpose of this bylaw is to govern the establishment and regulation of Council committee.
  - i. “Committee” means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of a combination of Councilors and Members at Large.
  - ii. “Council” means the Council of the Town of Wadena.
  - iii. “Member At Large” means a member of the public appointed by Council to a Committee pursuant to this Bylaw.
  - iv. “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.
3.
  - a) Council hereby establishes the terms of reference of the committee as set out in the Appendix 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.
5.
  - 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 two-thirds 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.

6. The duties of the committees shall be to:
  - a) 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.
7. All committees of Council shall provide Council with an Annual Activity Report, in writing, for the activities of the previous year.
8. The 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.
9. The Town shall assume the defense of and safe 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.
10. The committee shall obtain a Special Events Insurance for any activity that is not in the normal operation of their responsibility.
11. The committee shall obtain a Sask Liquor and Gaming Special Occasion Permit.
12. The committee shall organize a parade route and when required, consent shall be obtained from the Ministry of Highways and Transportation of the designated route.
13. This Bylaw shall come into force and take effect upon third reading thereof.

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Mayor

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## APPENDIX A

- The Town and Country Fair Committee shall consist of a minimum of five (5) Members to a maximum of nine (9) members appointed by Council.
- The Council shall appoint up to eight (8) members at large.
- If, after the appointment of a member to the Committee he or she absents himself or herself from all meetings of the Committee for three consecutive months, without previous authorization by resolution of the Council, during which period at least two meetings have been held, that member shall forfeit his or her membership and another member shall be appointed in his/her place for the remainder of his/her term.
- At the expiration of the term of any appointed member of the Committee, the Committee may make a recommendation to the Council concerning the filling of a vacancy.
- The Council shall appoint the first Town and Country Fair Committee immediately after the passing of this Bylaw, in May of each year, but no appointment shall be made invalid if made at any other time.
- The Committee will designate a Chairperson from the Committee. The Chairperson will have the right to vote.
- The Committee shall at its first meeting each year appoint a Secretary and Treasurer.
- All safety precautions that are necessary, and as are prescribed by law together with provincial government rules and regulations, shall be observed at all times by the Committee.
- The Committee shall recommend to Council from time to time for the betterment of facilities.
- The Committee shall be responsible to promote and implement the events for an annual Town and Country fair.
- The Committee shall make such returns and reports as may be requested by the Town Administrator.
- All debts legally contracted by the Committee shall be payable within the financial year that debt is created.
- The fiscal year of the Committee shall commence on the first day of January and close on the thirty-first day of December in each year.