TOWN OF EATONIA

BYLAW NO. 04/26

A BYLAW TO ESTABLISH COMMITTEES OF THE TOWN OF EATONIA

The Council of the Town of Eatonia in the Province of Saskatchewan under the provision of Section 81 of *The Municipalities Act,* enacts as follows:

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

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

1. TITLE

    1.1 This Bylaw may be cited as "The Boards and Committees Bylaw."

2. PURPOSE

    2.1 The purpose of this bylaw is to establishment Council Committees, define their functions, and regulate their actions in the pursuit of community betterment.

    2.2 Council shall consider projects undertaken by the Committees; ensuring the projects align with the mandate of the Committee, and that they ultimately align with the long-term best interests of the Town of Eatonia.

3. AUTHORITY

    3.1 Decisions regarding work undertaken, improvements, and policy changes are the authority of Council.

    3.2 Committees shall cooperate with other committees, volunteers, communities, organizations, agencies, groups, other government bodies, Council and Administration to promote the advancement of sound planning and programming in the best interest of the Town of Eatonia and its communities.

    3.3 Committees are advisory bodies whose role is to provide recommendations to Council. Committees shall act in an advisory capacity to Council in all matters pertaining to that Committee’s mandate and Terms of Reference.

    3.4 A Committee shall have the authority to form ad hoc committees from among its members to assist in carrying out the objectives and responsibilities relevant to the Committee under this Bylaw and their Terms of Reference.

        3.4.1 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

        3.4.2 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.

        3.4.3 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.

    3.5 Committees shall submit recommendations and requests to Council in writing prior to undertaking initiatives, projects, implementing improvements or modifications that would alter the environment the Committee operates in. Recommendations and requests shall include scope, estimated or known costs, proposed funding source(s), an estimated timeline, and any safety or regulator considerations.

3.6 Administration shall direct Town employees or Town employed contractors; all operational requests must be submitted to Administration. Administration will present the operational request to Council if the request requires more than two (2) hours of labour or equipment use.

4. DEFINITIONS

4.1 **"Committee"** means a Committee established by Council pursuant to this Bylaw, whose membership may consist of Councillors, Members at Large, Town Appointed Representatives, or a combination of the aforementioned.

4.2 **"Council"** means the Council of the Town of Eatonia.

4.3 **"Council Approval"** means a decision made by Council through Resolution.

4.4 **"Ex-Officio"** means membership by virtue of one's office. Ex-Officio members shall form part of quorum only when present at meetings. When present at meetings, the member shall vote.

4.5 **"Member At Large"** means a member of the public appointed by Council to a Committee pursuant to this Bylaw.

4.6 **"Recommendation"** means a formal proposal from a Committee to Council for consideration.

4.7 **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.

4.8 **"Town"** means the Town of Eatonia.

5. ESTABLISHMENT OF COMMITTEES

5.1 Council hereby establishes those Committees as set out in the Appendix "A" attached to and forming part of this Bylaw.

5.2 Each committee is deemed to be a Committee of Council and shall be responsible and accountable to Council.

5.3 The Terms of Reference shall take effect once all the following are met:

5.3.1 Approval by Council by Resolution

5.3.2 Signature by the Committee Chairperson and an additional officer of the Committee

5.3.3 Signature by the Administrator and an additional Town Councillor

5.4 Committee Terms of Reference are to be reviewed by Council, annually by January 15, to ensure they reflect the current mandate of the Committee with respect to the responsibility conferred upon the Committee by Council.

5.5 Any amendments recommended by the Committee shall be proposed to Council prior to November 1 to allow sufficient time for review prior to ratification at the January Council meeting.

5.6 Council may initiate review of a Terms of Reference at its discretion by providing the intent to do so in writing to the Committee.

5.7 Any amendments to a Committee Terms of Reference shall not take effect until all requirements indicated in Subsection 5.3 are met.

6. COMMITTEE STRUCTURE

6.1 Committees shall have a minimum of five (5) members.

6.2 Committees shall not be limited to a maximum membership.

6.3 Each Committee shall annually, by October 01, submit to Council; a list of members, offices held by members, and current contact information. Recommendations for new members shall first be passed by resolution at a committee meeting and then appointed by Council.

6.4 The Committee shall appoint its officers and sub-committees as needed.

6.5 **Chairperson –** the Chairperson will be chosen within the membership, for the purpose of managing the meetings. The Committee shall appoint the Chairperson from the members at large; the Chairperson shall not be the Town Appointed Councillor. The Chairperson shall be responsible for submitting recommendations and proposals to the Administrator to be shared with Town Council. The Chairperson shall also be responsible for attending Council meetings as a delegate, as needed, unless the Chairperson designates another person or group of Committee members to attend Council meetings.

6.6 **Secretary –** the Secretary shall be chosen within the membership, for the purpose of recording minutes of the meetings. The Committee shall appoint the Secretary from the members at large; the Secretary shall not be the Town Appointed Councillor. The Secretary shall be responsible for submitting Committee Minutes to the Administrator to be shared with Town Council. The Secretary shall be responsible for carrying out Subsection 6.3 above.

6.7 **Treasurer –** the Treasurer shall be chosen within the membership, for the purpose of tracking expenditures, revenues, bank accounts, budgets, and overall financial business of the Committee. The Committee shall appoint the Treasurer from the members at large; the Treasurer shall not be the Town Councillor. The Treasurer shall be responsible for submitting invoices to Administration in a timely manner as well as preparing budgets and annual reports as outlined in Section 7 below.

6.8 **Ex-Officio –** the Mayor, by virtue of their office, shall be a voting member of the Committee and when present shall form part of quorum.

6.9 **Town Appointed Representative –** the Town Council shall, annually by January 30, appoint a Representative to the Committee by Resolution. The Town Appointed Representative shall receive remuneration as per Town Policies, or Resolutions of Council, as the case may be.

6.10 All public members shall serve without remuneration and shall not directly or indirectly receive any financial gain from their position.

6.11 The Committee shall meet at a minimum annually, or more frequently as required.

7. COMMITTEE DUTIES & REPORTING

7.1 All Committees of Council shall provide Council with an Annual Activity Report, in writing, by October 01, detailing the Committee's activities of the current year.

7.2 All Committees of Council shall provide Council with an Annual Activity Plan and Budget for the upcoming year, in writing, by October 01, detailing the Committee's planned fundraising activities, projects, etc..

7.3 Committees shall conduct and submit a written safety report annually by October 01 to identify any maintenance issues or upgrades.

7.4 Committees shall submit report items and written recommendations and requests to Council at least 8 days prior to the next Council Meeting to ensure adequate time for Administration and Council to consider the matter prior to Council decision making.

7.5 The Committees shall obtain Special Event Insurance for any activity that is not in the normal operation of their responsibility.

7.6 Committees shall; encourage public participation, gather community input, and communicate relevant information to ratepayers regarding committee initiatives.

8. COUNCIL DUTIES

8.1 Council shall thoroughly consider recommendations and requests submitted by Committees.

8.2 Council shall authorize Committee work or improvements prior to commencement of such work or improvements requested or recommended by the Committee.

8.3 Council shall provide written notice of approval through Resolution of Committee recommendations or requests involving capital improvements, operational changes, or public-facing initiatives.

8.4 Where Council has approved expenditures through Resolution written notice of the Resolution shall be provided to the Committee.

9. INSURANCE & LIABILITY

9.1 Committees of the Town shall be listed as Additional Insured under the Town's liability insurance policy pursuant to the Committee's duties performed for the Town under this Bylaw. Committee members shall complete a Code of Ethics form and submit it to Council when joining a committee.

9.2 All members of the Committee are deemed agents of the Town and are additionally insured under the Town of Eatonia’s General Comprehensive Liability and Errors and Omissions Insurance Policy, the costs of which are paid by the Town.

9.3 All volunteers working for the Committee shall be considered Agents of the Town, and as such shall be covered by the Town’s general insurance when working on Council approved projects.

9.4 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, it’s agents, or employees and whether occasioned by the negligence of the Town, it’s agents, employees or otherwise.

10. AMENDMENT, REPEAL & ADOPTION

10.1 Council may, from time to time, amend, repeal, or replace this Bylaw.

10.2 Any amendments to this Bylaw or the Terms of Reference for the Committees listed on the attached Appendix “A” shall take effect when fully executed, as outlined in Section 5.

10.3 Nothing in this Bylaw shall be interpreted as repealing or superseding existing Committee Bylaws unless expressly stated in this Bylaw or through Council Resolution.

10.4 Bylaw No. 5/18 is hereby repealed.

Dated at Eatonia, Saskatchewan this 14 day of July, 2026.

_____
Mayor

SEAL

_____
Administrator

Certified a true copy of Bylaw No. _____/_____

adopted by resolution of Council on the

_____ day of _____, 20_____.

_____
Administrator

TOWN OF EATONIA

APPENDIX "A"
BYLAW NO. 04/26
A BYLAW TO ESTABLISH COMMITTEES OF THE TOWN OF EATONIA

Each Committee listed under this Appendix "A", forming part of Bylaw No. 04/26, A BYLAW TO ESTABLISH COMMITTEES OF THE TOWN OF EATONIA, shall operate under a Terms of Reference approved by Council Resolution which outlines its mandate, reporting requirements and limitations.

LIST OF BOARDS OR COMMITTEES:

1) Eatonia Cemetery Committee

2) Eatonia Paws & Play Park Committee