

**TOWN OF KYLE
BYLAW 1-2012**

A Bylaw to Establish the Community Handivan Committee

The Council of the Town of Kyle, in the Province of Saskatchewan, enacts as follows:

1. DEFINITIONS:

- a. In this bylaw, including this section:
 - i. "Committee" means the Community Handivan committee appointed pursuant to this Bylaw.
 - ii. "Council" means the Council of the Town of Kyle.
 - iii. "Municipality" means the Town of Kyle.
 - iv. "Program" means those activities normally carried on in the purchase and maintenance of a handivan and enclosure.

2. FUNCTION:

- a. The function of the Committee shall be:
 - i. To manage and operate a Community Handivan and programs
 - ii. To advise Council on projects to improve or extend such a committee.

3. COMPOSITION OF COMMITTEE:

- a. The Committee shall consist of five (5) members to be appointed by resolution of Council for a one (1) year term, as follows:
 - i. One (1) member from Council
 - ii. One (1) member from the Rural Municipality of Lacadena #228
 - iii. One (1) member from the Foundation Board
 - iv. Two (2) member – at – large
- b. The Committee shall appoint one (1) member as:
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Secretary
 - iv. Treasurer
- c. The seat of the member of the Committee who absents him/her self from three (3) consecutive meetings, without authorization by resolution of the Committee, shall be declared vacant.
- d. The seat of a member of the Committee shall be vacant upon the receipt of a written notice of resignation by the Secretary of the Committee.
- e. The Secretary of the Committee shall bring to the attention of the Council at its next regular meeting any vacancies as they arise.
- f. The Committee shall endeavor to make recommendations to Council to fill vacancies as they arise.
- g. The Council shall endeavor, by resolution, at the first meeting following receipt of the notice of vacancy to fill the vacancy.
- h. A majority of the whole Committee is necessary to form a quorum and no business is to be transacted unless there is a quorum; however, vacant seats on the Committee are not to be counted for the purpose of determining whether a quorum of the Committee is present.

4. MEETINGS:

- a. The Committee shall endeavor to meet at least once every three (3) months.
- b. The Secretary of the Committee shall, at the request of the Chairperson, or one third of the members, call a special meeting at a date specified in the request.
- c. All meetings of the Committee shall be open to the public.
- d. All members of the Committee, present, shall vote on each question.
- e. The Chairperson shall preside at all meetings.
- f. If the Chairperson should be unable to attend the meeting, the Vice-Chairperson shall preside.

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- g. All actions of the Committee shall be entered into a Minute book to be kept for that purpose by the Secretary and signed by the presiding officer and the Secretary.
 - h. Copies of the Minutes of the Committee meetings shall be presented to the Council at the first meeting following the Committee meeting.
 - i. The Chairperson and/or Secretary shall present Council with written reports on activities of the Committee.
 - j. An annual meeting of the residents of the municipality and other interested persons shall be held in April of each year. The annual meeting is to be advertised in one issue of a paper circulating within the municipality and by means of posters displayed in a minimum of five (5) conspicuous locations within the municipality.

5. DUTIES:

- a. The Committee shall assess its needs for Capital facilities and renovations and extensions thereto:
 - i. For the current year
 - ii. For a five (5) year projection
 - iii. Provide Council with a copy of these assessments annually before March 1st of each year.
- b. The Committee shall, before March 1st of each year, prepare and submit to Council a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
- c. The Committee may advise Council in all matters placed before it, dealing with its programs.
- d. The Treasurer of the Committee shall manage and account for all revenues and expenditures on behalf of the Committee and shall deposit all funds to the credit of the Committee in a Chartered Bank or Credit Union.
- e. The funds shall be withdrawn only by cheque signed by the Treasurer and counter signed by either the Chairperson or Vice Chairperson.
- f. The Treasurer of the Committee shall, at year-end, prepare a financial statement and ready the financial records for audit. The cost of this audit shall be the responsibility of the Committee.
- g. The Committee shall have the authority to engage any employee(s) that it feels are necessary to the operation and maintenance of the Committee for which they are responsible. The Committee shall have the authority to hire, suspend or dismiss any employee under their supervision and shall set the salary and conditions of employment under which the employees will operate.
- h. The Committee shall encourage and co-operate with organizations in the promotion of programs.
- i. This Bylaw shall come into effect upon final passing thereof.
- j. Bylaw No. 07-2010 is hereby repealed.

Mayor – Ansgar Tynning

Read a Third time and adopted by Council this _____ day of _____, 2012 _____ Administrator Audrey Blohm

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Administrator – Audrey Blohm