

## BYLAW NO. 393

### **A BYLAW OF THE SUMMER VILLAGE OF MA-ME-O BEACH IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF THE SUMMER VILLAGE OF MA-ME-O BEACH SAFETY & WELLNESS COMMITTEE**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

WHEREAS Council of the Summer Village of Ma-Me-O Beach wishes to establish the Summer Village of Ma-Me-O Beach Safety & Wellness Committee for the purpose of establishing, organizing, implementing and providing advice on the safety and wellness of community members.

NOW THEREFORE, the Council of the Summer Village of Ma-Me-O Beach, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. The Summer Village of Ma-Me-O Beach Safety & Wellness Committee is hereby established.
2. This Bylaw shall be cited as the "Summer Village of Ma-Me-O Beach Safety & Wellness Committee Bylaw".

#### **1. DEFINITIONS**

- a) Committee: means the Summer Village of Ma-Me-O Beach Safety & Wellness Committee
- b) Council: means the Summer Village of Ma-Me-O Beach Municipal Council

#### **2. MEMBERSHIP OF THE COMMITTEE**

- a) The Membership of the Summer Village of Ma-Me-O Beach Safety & Wellness Committee shall consist of:
  - One (1) member of Ma-Me-O Beach Council who shall be appointed by Ma-Me-O Beach Council; and
  - Four (4) members from the public-at-large.
- b) Ideally, the Committee will be comprised of two persons from residential blocks 1-5, and two persons from residential blocks 6-10.
- c) No employee of the Summer Village of Ma-Me-O Beach shall be eligible for appointment to the Committee.
- d) An alternate member of Council may be appointed.

### **3. TERM OF OFFICE**

- a) The term of members of Council shall terminate at the time of a general election, or by resolution of Council.
- b) The term for members at large shall be two or three years and will expire on December 31<sup>st</sup> of that two or three year term.
- c) In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold the position for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- d) Any member of the Committee who is absent from three (3) consecutive regular meetings shall forfeit their position from the Summer Village of Ma-Me-O Beach Safety & Wellness Committee unless the absence has been approved by the Committee.
- e) Council may, with reason(s), request in writing the resignation of any member of the Committee at any time prior to the expiration of the member's term of office.
- f) Members of the Committee, including the Chair, shall serve at the pleasure of the Council without remuneration expecting only reimbursement of reasonable out-of-pocket expenses incurred in conducting the affairs of carrying out the authorized business of the Committee.
- g) Further to 3.f) above, members of the Committee may only be authorized to incur expenses up to \$100, with approval by the Chairperson. Expenses over \$100 must be approved by Council.

### **4. PROCEEDINGS**

- a) At the first meeting of each calendar year, the Committee shall elect one (1) member to serve as a Chairperson. The same member may serve as Chairperson for a maximum of four (4) consecutive terms.
- b) At the first meeting of each calendar year, the Committee shall elect one (1) member to serve as Vice-Chairperson. The Vice Chairperson shall assume the role of chair in the event that the Chairperson is unavailable.
- c) In the event that both the Chairperson and Vice-Chairperson are absent, the remaining members shall select a Chairperson from among themselves for that meeting.

- d) A quorum is a majority of its appointed members including the Chair.
- e) Decisions and directions cannot be given by the Committee unless there is quorum of members present.
- f) Deliberations of the Committee shall be open to the public in accordance with the *Municipal Government Act*, except where the matter under discussion falls within one of the categories of information referred to in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25, as amended.
- g) The following rules shall apply to the Committee:
  - Motions need not be seconded;
  - There is no limit to the number of times a member may speak to a question;
  - Informal discussion of a subject is permitted when no motion has been made;
  - The Chair (or Acting Chair) may make motions, participate and debate and vote on all motions without leaving the chair.

## **5. DUTIES OF THE CHAIR**

- a) The duties of the Chairperson of the Committee are as follows:
  - the preservation of order and quorum;
  - the deciding of all questions of procedure and the provision of reasons therefore; and
  - the scheduling of meetings of the Committee.
  - Submitting an annual budget to Ma-Me-O Beach Council for consideration.

## **6. SECRETARY**

- a) At the first meeting of each calendar year, the Committee shall elect one (1) member to serve as Secretary.
- b) The Secretary of the Committee shall prepare, record and preserve minutes.

## **7. REPORT OF COMMITTEE**

- a) The Committee shall submit an annual report to Ma-Me-O Beach Council and/or provide a report to Council upon Council's request.

## **8. TERMINATION OF COMMITTEE**

- a) The Committee shall continue until such time as Council decides to no longer have a Safety & Wellness Committee.

## 9. EFFECTIVE DATE

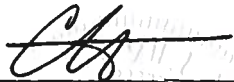
This bylaw shall take effect on the date of third and final reading.

READ a first time this 6<sup>th</sup> day of May,2022.

READ a second time this 6<sup>th</sup> day of May,2022.

Given unanimous consent to proceed to third reading this 6<sup>th</sup> day of May, 2022.

READ a third and final time this 6<sup>th</sup> day of May,2022.



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**Christine Holmes, Mayor  
Summer Village of Ma-Me-O Beach**



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**Sylvia Roy, Chief Administrative Officer  
Summer Village of Ma-Me-O Beach**