

## **BYLAW NO. 2019/06**

### **BEING A BYLAW OF THE TOWN OF MILLET TO PROVIDE FOR THE ESTABLISHMENT OF THE TOWN OF MILLET COMMUNITIES IN BLOOM COMMITTEE TO ESTABLISH, ORGANIZE, IMPLEMENT, AND EVALUATE THE TOWN OF MILLET COMMUNITIES IN BLOOM PROGRAM.**

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 Town of Millet wishes to establish the Town of Millet Communities in Bloom Committee for the purpose of establishing, organizing, implementing and evaluating the Communities in Bloom program.

NOW THEREFORE, the Council of the Town of Millet, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. The Town of Millet Communities in Bloom Committee is hereby established.
2. This Bylaw shall be cited as the “Town of Millet Communities in Bloom Committee Bylaw”.

#### **MEMBERSHIP OF THE COMMITTEE**

3. The Membership of the Town of Millet Communities in Bloom Committee shall consist of:
  - One (1) member of Council; and
  - Ten (10) members from the public-at-large.

#### **TERM OF OFFICE**

4. Five (5) members of the Town of Millet Communities in Bloom Committee shall be appointed, by Council, to serve an initial term of one (1) years. Six (6) members of the Town of Millet Communities in Bloom Committee shall be appointed, by Council, to serve an initial term of two (2) years. All terms of office shall expire on December 31<sup>st</sup> in any given year.
5. After the initial term is completed for committee members, reappointments for Town of Millet Communities in Bloom Committee shall be for two (2) years.
6. A member shall be disqualified from the Town of Millet Communities in Bloom Committee if three (3) regular consecutive meetings are missed, unless the absence has been approved by the Committee.

#### **REPLACEMENT OF MEMBERS**

6. In the event any member of the Town of Millet Communities in Bloom Committee is unable or unwilling to continue to serve as a member, for whatever reason, then, Council shall, by resolution, appoint a replacement member for the remainder of the existing term.
7. Members of the Town of Millet Communities in Bloom 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.

## **QUORUM**

8. A quorum of the Town of Millet Communities in Bloom Committee is a majority of its appointed members, from time to time, including the Chair.
9. Decisions and directions cannot be given by the Committee unless there is quorum of members present.

## **PUBLIC MEETINGS**

10. Deliberations of the Town of Millet Communities in Bloom Committee shall be held in the Town of Millet and 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.

## **APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

11. At the first meeting of each calendar year, the Town of Millet Communities in Bloom 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.
12. At the first meeting of each calendar year, the Town of Millet Communities in Bloom 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.
13. 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.

## **DUTIES OF THE CHAIR**

14. The duties of the Chairperson of the Town of Millet Communities in Bloom Committee are as follows:
  - (a) the preservation of order and quorum;
  - (b) the deciding of all questions of procedure and the provision of reasons therefore; and
  - (c) the scheduling of meetings of the Town of Millet Communities in Bloom Committee.
  - (d) Submitting annual budget to Town of Millet Council for consideration.

## **MAINTENANCE OF ORDER**

15. The Chair may order any member of the public who disturbs the proceedings of the Town of Millet Communities in Bloom Committee by words or actions to be expelled. A person who refuses to leave is guilty of an offence and the Chair may order the police to remove such a person.

## **SECRETARY**

14. At the first meeting of each calendar year, the Town of Millet Communities in Bloom Committee shall elect one (1) member to serve as Secretary.
16. The Secretary of the Town of Millet Communities in Bloom Committee shall prepare, record and preserve minutes.

## **PROCEDURE**

18. The following rules shall apply to the Town of Millet Communities in Bloom Committee:
  - (a) Motions need not be seconded;
  - (b) There is no limit to the number of times a member may speak to a question;

- (c) Informal discussion of a subject is permitted when no motion has been made;
- (d) The Chair (or Acting Chair) may make motions, participate and debate and vote on all motions without leaving the chair.

**REPORT OF COMMITTEE**

- 19. The Town of Millet in Bloom Committee shall submit yearly reports, confirming its implementation and dedication, to Council following the release of the judging results.

**TERMINATION OF COMMITTEE**

- 20. The Town of Millet Communities in Bloom Committee shall continue until such time as Council or the Town of Millet Communities in Bloom Committee decide to no longer participate in Communities in Bloom.

**EFFECTIVE DATE**

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a first time this 8<sup>th</sup> day of May, 2019.

READ a second time this 8<sup>th</sup> day of May, 2019.

READ a third and final time this 8<sup>th</sup> day of May, 2019.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

