

**TOWN OF MILLET  
BYLAW NO. 2022-05**

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF A  
WELLNESS COMMITTEE  
FOR THE TOWN OF MILLET IN THE PROVINCE OF ALBERTA**

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**WHEREAS**, the Town of Millet desires to contribute to the health and wellness of their residents;

**WHEREAS**, it is deemed appropriate to establish a Millet Wellness Committee to act in a capacity to develop, manage and execute an ongoing Wellness Program for the Town of Millet.

**NOW THEREFORE** the Municipal Council of the Town of Millet, duly assembled, enacts as follows:

**1. Bylaw:**

This bylaw may be cited as the "Millet Wellness Committee Bylaw".

**2. Definitions:**

- a) "*Committee*" shall mean the Millet Wellness Committee and its duly appointed members.
- b) "*Council*" shall mean the Council of the Town of Millet.
- c) "*Quorum*" shall mean the minimum number of members present in order to hold a valid meeting.
- d) "*Voting member*" shall mean each committee member duly appointed by Council or the organization duly represented.

**3. Objectives:**

The objectives of the Committee shall be to:

- a) To maintain knowledge and an understanding of both the need for physical and mental wellness;
- b) To effectively promote Millet Wellness.
- c) To develop an ongoing plan.
- d) To develop and maintain programming and available resources.
- e) To evaluate the Program.

**4. Membership:**

- a) Council hereby establishes a Wellness Committee, hereafter referred to as the "Committee" that shall be composed of a maximum of seven (7) duly appointed members as follows:
  - i) One (1) member of Council, duly appointed by Council;
  - ii) One (1) member of whom shall represent the Millet Library
  - iii) One (1) member of whom shall represent the McMann Center.
  - iv) One (1) member of whom shall represent the Millet Accord Youth for Christ.
  - v) Two(2) members of the Public-at-Large, duly appointed by Council.
  - vi) One (1) member of administration.
- b) Council, at their Organizational Meeting, shall appoint one (1) Councillor and an alternate to the Committee.

**4. Membership - *continued***

- c) The member representing administration shall be appointed by the Town Chief Administrative Officer or designate.

- d) Council, in each requisite year, upon receipt of the membership names, as presented in writing from the committee, shall appoint the appropriate number of members to the Committee.
- e) Members shall be appointed for two year terms.
- f) If any vacancy should occur during the term of any member by reason of death, disability, resignation or otherwise, Council or the represented organization, shall immediately appoint a replacement from the specified members as presented in writing from the committee to fill the vacancy for the balance of the said term.
- g) Any member who is absent from three (3) consecutive meetings of the Committee, without leave of absence from the Committee, shall forthwith cease to be a member of the Committee.
- h) The Officers of the Committee shall be limited to a Chairperson, a Vice-Chairperson, and a Secretary, and they shall serve for a period of one (1) year.
- i) The Chairperson and Vice-Chairperson and Secretary shall be selected by the Committee members at the first meeting in each year.
- j) The Committee may adopt rules, not inconsistent with the provisions of the Municipal Act or of this by-law, governing its conduct and procedure and may vary such rules from time to time by a vote of at least two-thirds of all the members of the Committee.
- k) A quorum of the Committee shall be a majority of the duly appointed members of the Committee.
- l) Each duly appointed committee member is entitled to one vote at the meetings.
- m) The Chairperson, or the Vice-Chairperson in the absence of the Chairperson, may summon a special meeting of the Committee by giving at least two (2) days (48 hours) notice to each member, stating the purpose for which the meeting is called.

**5. Duties and Responsibilities:**

The duties and responsibilities of the Committee shall be to:

- a) To advise Millet Town Council on all health and wellness matters
- b) To endeavor to secure strategic partnerships and sponsorships.
- c) To lead, direct, coordinate, communicate and initiate wellness activities for all ages for the Town.
- d) To evaluate wellness activities and make recommendations.
- e) Overall promotion of the Town of Millet Wellness activities and events.
- f) It is the responsibility of the Chairperson, with the assistance of the Secretary, to prepare an agenda for the meetings of the Committee.
- g) Minutes of the Committee meetings shall be filed with the Town of Millet and shall be received by Town Council for information on a regular basis.
- h) All operating budgets shall be prepared and approved by Committee for submission to Council for annual consideration. All expenditures must be approved by the Chief Administrative Officer.

**6. Effective:**

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

Read a first time this 23<sup>rd</sup> day of March, 2022 .

Read a second time this 23<sup>rd</sup> day of March , 2022.

Read a third time, and by unanimous consent, finally passed, this 23<sup>rd</sup> day of March , 2022.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER