

**RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322**  
**BYLAW NO. 2024-02**

**A BYLAW TO ESTABLISH COMMITTEES OF THE RURAL MUNICIPALITY OF  
ANTELOPE PARK NO. 322**

The Council of the Rural Municipality of Antelope Park No. 322 of Saskatchewan enacts as follows:

**CITATION**

1. This bylaw shall be known as the "The Boards and Committees Bylaw"

**INTERPRETATION**

1. In this Bylaw, unless the context otherwise requires, the expression(s)
  - a) "Committee" means a Committee established by Council pursuant to this Bylaw, in which the Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large
  - b) "Council" means the Council of the Rural Municipality of Antelope Park No. 322.
  - c) "Ex-Officio" means membership by virtue of one's office. Ex-officio members form part of a quorum only when present at a committee meeting, and when present, they shall vote.
  - d) "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw.
  - e) "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual committee and which are in addition to or beyond the parameters of this Bylaw.
  - f) "Municipality" means the Rural Municipality of Antelope Park No. 322

**COMMITTEES**

1. Council hereby establishes those committees as set out in Appendix "A" attached hereto and forming part of this Bylaw.
2. Each committee is deemed to be a Committee of Council and shall be responsible and accountable to Council.
3. Committee terms of reference are to be reviewed on an annual basis to ensure that they reflect the current mandate of the committee with respect to the responsibility conferred upon the Committee by the Council.
4. Each committee shall submit to Council for ratification, on an annual basis, a list of its members and executive members.
5. A committee shall have the authority to form ad-hoc committees and task forces from among its members to assist it in carrying out its objectives and responsibilities under this Bylaw.
6. Ad-hoc committees and task forces established by a committee shall report to the

committee in a manner determined by the committee.

7. A Committee may adopt rules consistent with the provisions of *The Municipalities Act* or this Bylaw, governing its conduct and procedures, and may vary such rules from time to time.
8. The duties of the committees shall be to:
  - a) Act in an advisory capacity to Council in all matters pertaining to that Committee's mandate and terms of reference, and cooperate with other governmental agencies and civic groups to advance sound planning and programming.
  - b) Formulate policies on matters pertaining to that Committee's mandate and terms of reference
  - c) Make a periodic assessment of services that exist or may be needed pertaining to that Committee's mandate and terms of reference.
9. A committee of Council shall provide the Council with an Annual Activity Report, in writing, for the previous year's activities.
10. The committees shall be listed as Additional Insured under the Municipality's liability insurance policy pursuant to the Committee's duties performed for the Municipality under this Bylaw.
11. The Municipality shall assume the defense of and save harmless the committee from and against all claims, damages, costs, expenses, actions, 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 Municipality, its agents, or employees and whether occasioned by the negligence by the Municipality, its agents, employees or otherwise.
12. The committees shall obtain Special Events Insurance for any activity that is not in the normal operation of their responsibility.

#### COMING INTO FORCE

1. This Bylaw shall come into force and take effect upon its passage.

Read a first time this                      20 day of August 2024

Read a second time this                      20 day of August 2024

Read a third time and passed this                      20 day of August 2024



[Redacted Signature]

Reeve

[Redacted Signature]

Acting Administrator

**RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322**  
**APPENDIX "A"**  
**FORMING PART OF BYLAW 2024-02**

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**List of Boards or Committees:**

1. Highway Cleanup Committee