



BYLAW No. 21-884 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to establish the Policy Review Committee.

Whereas, pursuant to Sections 145 and 146 of the *Municipal Government Act, Chapter M-26, R.S.A. 2000*, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

Whereas, The Council of the Municipal District of Greenview No. 16, deems it appropriate to establish a Policy Review Committee of Council;

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**

1.1. This Bylaw shall be cited as the “Policy Review Committee Bylaw”.

2. **DEFINITIONS**

2.1. **Annual Organizational Meeting** means the annual organizational meeting of Council held in October as required under the *Municipal Government Act*.

2.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.

2.3. **Chair** means the Member of Council who has been given authority to direct the conduct of the meeting;

2.4. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

2.5. **Committee** means the Policy Review Committee.

2.6. **Council** means the Reeve and Councillors duly elected in the M.D. of Greenview and who continue to hold office.

2.7. **Greenview** means the Municipal District of Greenview No 16;

2.8. **Member** means either Council, Council Committee or Board Members.

2.9. **Quorum** for the purposes of this bylaw, means the minimum number of Councillors that must be in attendance to hold the meeting. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.

3. **PURPOSE**

3.1. The Policy Review Committee shall provide recommendations to Council on matters pertaining to Greenview policies.

4. **DUTIES AND OUTCOMES**

4.1. The Policy Review Committee shall be responsible for:

- A) Reviewing and making recommendations to Council on all Greenview policies;
- B) Considering and making recommendations to Council on new policy development, as directed or referred by Council.

5. **REPORTING RELATIONSHIP AND RESPONSIBILITY**

5.1. The Policy Review Committee has responsibility to review policies prior to their presentation and adoption at a Regular Council Meeting, as well as any other matter referred to it by Council.

5.2. Draft policies shall be prepared by Administration and reviewed by the Policy Review Committee before the policy is presented to Council for approval, unless otherwise directed by Council. Draft copies shall be included in the agenda package. Administrative Policies, which may include Health and Safety Policies, or Human Resources Policies, may be presented to the Policy Review Committee or Council for information, but the approval of these policies lies with the CAO.

5.3. The Policy Review Committee shall provide, in writing, the Committee's position or recommendation to Council on matters of Greenview policy.

6. **MEMBERSHIP, QUOROM, AND ORGANIZATION**

6.1. The Policy Review Committee will consist of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee.

6.2. A Chair will be appointed from among the members at the first Policy Review Committee Meeting following the Annual Organizational Meeting.

6.3. The meeting schedule of the Policy Review Committee shall be determined by Council at the Annual Organizational Meeting.

6.4. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.

- 6.5. Any Member of Council may attend a meeting of the Policy Review Committee and may participate as a Member of the Committee, even if the three appointed members are in attendance.
 - 6.6. A motion of the Policy Review Committee is passed with simple majority of those Council Members in attendance at the meeting. A tie vote is lost.
 - 6.7. All members shall be bound to the meeting procedures, entitlements, and limitations established in the Greenview Procedural Bylaw and the Council Code of Conduct.
 - 6.8. No less than twenty four (24) hours' notice of the Policy Review Committee meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting, shall be provided to each member of the committee and to the public.
7. **COMING INTO FORCE**
- 7.1. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 24 day of August, 2021.

Read a second time this 24 day of August, 2021.

Read a third time this 14 day of September, 2021.



REEVE



CHIEF ADMINISTRATIVE OFFICER