

BYLAW NO. 1085

A BYLAW OF THE VILLAGE OF DELBURNE TO ESTABLISH AND DEFINE THE FUNCTIONS OF THE BUDGET COMMITTEE.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, a Council may pass bylaws in relation to the establishment and functions of council committees and other bodies, including the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of councillors and the conduct of members of council committees and other bodies established by the council; and

WHEREAS Council wishes to establish a council committee to assist Council with the annual budget of the Village.

NOW THEREFORE, the Council of the Village of Delburne, duly assembled, hereby enacts as follows:

PART 1- INTERPRETATION

1. This Bylaw may be referred as the "Budget Committee Bylaw".

PART 2- APPLICATION

2. This Bylaw applies to the annual budget process for the Village of Delburne.

PART 3- DEFINITIONS

3. In this Bylaw:
 - a. "Village" means the municipal corporation of the Village of Delburne or the area contained within the boundaries of the Village.
 - b. "Committee" means the Budget Committee established by this Bylaw.
 - c. "Council" means the municipal council of the Village of Delburne.
 - d. "Interested party" means an individual or group specifically invited by the Committee to attend a specified Committee meeting to address a specific item on the Committee's agenda.

PART 4- MEMBERSHIP

4. The Committee shall consist of all members of Council and three residents of the Village.

5.
 - a. Annually, Council will, by resolution, designate one (1) member as Chair. The appointment of the Chair of the Committee shall be done at the same time as the annual appointments of Council members to other committees.
 - b. In the event that a permanent vacancy of the Chair of the Committee occurs during the year Council shall, by resolution, appoint another member of the Committee to serve as Chair for the remainder of the vacating member's term.
 - c. In the case of a temporary absence of the Chair, the members present shall appoint another member of the Committee to serve as Acting Chair during such absence.
6.
 - a. The Committee shall meet, as required, at the call of the Chair.
 - b. In the event that the Chair is unwilling or unable to call a meeting of the Committee, any member of Council may request that Council, by resolution, call a meeting of the Committee.
7. The Chair shall, in ensuring that the Committee fulfills its roles and responsibilities as defined in this Bylaw, undertake the following:
 - a. Schedule and chair Committee meetings;
 - b. Approve agendas for Committee meetings in consultation with administration;
 - c. Sign minutes of the Committee proceedings along with the CAO;
 - d. Liaise with the administration; and
 - e. Report to Council of behalf of the Committee.
8. The Committee Chair in consultation with the CAO, may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda.
9. The Committee shall:
 - a. Review and make recommendations to Council on the annual budget in relation to the annual strategic plan;

- b. Review and recommend to Council the establishment of financial policies on issues such as debt management, reserve utilization, investment practices, budget transfers, or any other policy that the Committee deems necessary;
- c. Review and make recommendations to Council on the priority setting criteria for capital projects and the establishment of a long-range capital plan;
- d. Review and recommend to Council polices regarding user fees;
- e. Review and recommend to Council guidelines for budget preparation;

Bylaw No. 1085 read a first time this 13th day of June, 2011.

Bylaw No. 1085 read a second time this 13th day of June, 2011.

THIRD AND FINAL READING by unanimous consent of Bylaw No. 1085 granted this 13th day of June, 2011.

MAYOR – Ray Reckseidler

C.A.O. – Karen Fegan, CT