



**TOWN OF HINTON
BYLAW # 1141**

PROCEDURAL BYLAW REVIEW COMMITTEE

A Bylaw of the Town of Hinton to establish a Procedural Bylaw Review Committee

The Council of the Town of Hinton, in the Province of Alberta, enacts as follows:

1. TERMS OF REFERENCE

- 1.1 The Procedural Bylaw Review Committee is established as per the Terms of Reference attached as Appendix 1.

2. RELATED DOCUMENTS

- 2.1 Council Committees Bylaw #1070-3

3. ENACTMENT

- 3.1 This Bylaw will come into force and effect upon third reading.

READ A FIRST TIME THIS 4th DAY OF FEBRUARY, 2020.

READ A SECOND TIME THIS 4th DAY OF FEBRUARY, 2020.

READ A THIRD TIME THIS 4th DAY OF FEBRUARY, 2020.


MAYOR


LEGISLATIVE CLERK



**PROCEDURE BYLAW REVIEW COMMITTEE
TERMS OF REFERENCE FEBRUARY 4, 2020**

1.0 PURPOSE

1.1 The Procedure Bylaw Review Committee is necessary to review and update the existing Procedural Bylaw for the purpose of ensuring compliance with legislation, to clarify ambiguity and to reflect actual practices.

2.0 OBJECTIVE

2.1 The appointed members of the Procedure Bylaw Review Committee are responsible for reviewing, and proposing changes to the Procedure Bylaw.

3.0 DELIVERABLES

3.1 The appointed members of the Procedure Bylaw Review Committee will present a draft Procedure Bylaw to the Standing Committee of Council for review and approval of final recommendations by Council.

4.0 COMPOSITION

4.1 The appointed members of the Procedure Bylaw Review Committee, shall be:

- 4.1.1 One (1) appointed Town of Hinton Council representative;
- 4.1.2 The Mayor; and
- 4.1.3 One (1) Town of Hinton Administration representative.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-4.

5.0 MEETINGS

5.1 Committee members will decide together, when and how long meetings will be held.

5.2 Committee meetings are considered closed to the public in accordance with privacy legislation.

5.3 Committee meetings will be held within the Committee Room at the Government Centre, unless otherwise specified.

6.0 CONDUCT

6.1 The Procedure Bylaw Review Committee members must follow the Council Code of Conduct Bylaw #1124 (as amended from time to time).

7.0 REPORTING

7.1 The Procedure Bylaw Review Committee is expected to report to the Standing Committee of Council as follows:

7.0.1 On the first Standing Committee Meeting of the month; and

7.0.2 Once the review has concluded to present a final report with recommendations for approval.

7.2 The Committee may present additional reports to Council as they deem necessary.

8.0 RESOURCES

8.1 Council members will receive remuneration as per set policy.

9.0 REFERENCES

9.1 Council Committees Bylaw #1070-4.

9.2 Council Code of Conduct Bylaw #1124