

# Town of Stratford

## Stratford Committee Bylaw

### Bylaw Number 33

A Bylaw relating to the establishment of the Special and Standing Committees of the Council of the Town of Stratford and to the establishment of the Stratford Utility Corporation.

BE IT ENACTED by the Council of the Town of Stratford as follows:

1) *Name*

This Bylaw may be referred to as the "Stratford Committee Bylaw."

2) *Definitions*

In this Bylaw:

"act" means the Charlottetown Area Municipalities Act, R.S.P.E.I. 1988 Cap. C6;

"at large member" means a resident of the town or stakeholder approved by council;

"chief administrative officer" means the Chief Administrative Officer of The Town of Stratford;

"council" means the Council of The Town of Stratford;

"mayor" means the Mayor of The Town of Stratford;

"member" means a member of the council or a member of a committee appointed pursuant to this bylaw;

"special committee" means a committee comprised of council members and residents established pursuant to this bylaw;

"standing committee" means a committee comprised of council members only established pursuant to this bylaw;

"sub-committee" means a committee established to assist a standing or special committee to carry out their duties and functions;

"town" means The Town of Stratford as created by the Charlottetown Area Municipalities Act.

- f) Council may designate certain employees of the Town to be non-voting advisors to Standing and Special Committees established in this bylaw, with the right and duty to attend committee meetings.

7) *Committee Member Qualification*

All Special Committee and sub-committee members shall be residents of the town. Council may make an exception for persons who are significant stakeholders in the town such as non-resident taxpayers or persons operating a business in the town.

8) *Committee Functions*

Committees shall function in a fact-finding and advisory capacity and make recommendations to Council except where mandated otherwise in this bylaw or any other town bylaw.

9) *Committee Reports*

The reports of all committees shall be submitted in writing to the Chief Administrative Officer at least six days prior to each regular monthly Council meeting. Minutes of all committee meetings shall be kept and circulated to committee members, council members and the Chief Administrative Officer.

10) *Chair and Vice-Chair*

- a) The chair shall:
  - i) call and preside at all meetings and transact such business as the Committee may direct.
  - ii) liaise with the council and other organizations within the Town as it may pertain to the goals and objectives of the Committee.
  - iii) ensure that the bylaws, regulations, and policies of the Town are enforced.
  - iv) be an ex-officio, voting member of all sub-committees of that Committee.
- b) The vice-chair shall:
  - i) in the absence of the chair, assume all powers and duties of the chair.
  - ii) assist the chair.

11) *Committee Meetings Closed*

Committee meetings will be held in-camera except when the committee is seeking input from the public at its discretion or where required in legislation or bylaw.

## Part 2 - Standing Committees

This part applies to all Standing Committees established in this bylaw.

15) *Standing Committee on Human Resources*

The composition and terms of reference for the Human Resources Committee shall be as follows:

- a) Composition
  - i) a chair who shall be a member of Council;
  - ii) a vice-chair who shall be a member of Council; and
  - iii) such other members of Council as the Mayor deems appropriate.
- b) Terms of Reference
  - i) to make recommendations regarding staffing, salary ranges, training, remuneration and benefits, for employees of the Town, its committees, its commissions, corporations or boards and for Council.
  - ii) to set the salary and benefits for the Chief Administrative Officer and to review and comment on the Chief Administrative Officer's annual human resource plans.

**Part 3 - Special Committees**

This part applies to all Special Committees established in this bylaw.

16) *Special Committee Appointment*

Special Committee members shall be appointed as follows:

- a) The Mayor shall appoint from among the members of Council the chair, vice chair and additional members of Council as outlined in the terms of reference for each committee for fixed terms as the mayor considers appropriate provided that the term does not exceed the term of the Council.
- b) The Council shall, by resolution, appoint the "at large" members of the committee, to make a committee of seven members, for fixed terms provided that the term does not exceed the term of the Council.

17) *Special Committee Establishment*

- a) The following Special Committees are hereby established with composition and terms of reference as set out in this bylaw:
  - i) Accountability and Engagement Committee
  - ii) Sustainability Committee
  - iii) Recreation, Culture and Events Committee
  - iv) Safety Services Committee
  - v) Planning, Development and Heritage Committee
  - vi) Infrastructure Committee
  - vii) Finance and Technology Committee

19) *Sustainability Committee*

The composition and terms of reference for the Sustainability Committee shall be as follows:

- a) Composition
  - i) a chair who shall be a member of Council;
  - ii) a vice-chair who shall be a member of Council;
  - iii) up to two (2) additional members who shall be members of Council; and
  - iv) at least three (3) but not more than five (5) "at large" members.
  
- b) Terms of Reference
  - i) to ensure that the town's sustainability vision and values are applied throughout the organization and to oversee the development and implementation of a sustainability decision making framework;
  - ii) to oversee the town's efforts to build a stronger local economy including liaising with and supporting local businesses and promoting the town;
  - iii) to oversee the town's efforts to improve the natural environment including increasing resource efficiency, reducing natural area degradation and improving town and resident stewardship of the environment;
  - iv) to oversee the town's efforts to increase diversity so that all persons feel welcome in our community and to improve inclusion so that all residents can participate more fully in our community;
  - v) to develop and enhance partnerships with individuals, organizations, corporations and governments to improve the sustainability of the town; and
  - vi) to provide advice to council on matters of sustainability.
  
- c) Sub-committees

The Sustainability Committee shall establish the following sub-committees:

- i) the Diversity and Inclusion committee

20) *Recreation, Culture and Events Committee*

The composition, terms of reference and sub-committees for the Recreation, Culture and Events Committee shall be as follows:

- a) Composition
  - i) a chair who shall be a member of Council;
  - ii) a vice-chair who shall be a member of Council;
  - iii) up to two (2) additional members who shall be members of Council; and
  - iv) at least three (3) but not more than five (5) "at large" members.

- iii) to provide oversight for the fire protection through liaising with the Cross Roads Rural Community Fire Company, monitoring fire losses, coordination of the town water supply for fire fighting, fire safety bylaws or programs and recommending changes to personnel or equipment;
- iv) to provide oversight for the delivery of animal protection and control through the animal control contract, bylaw and registration program;
- v) to recommend policies for street lighting to provide a safe environment for residents in a sustainable manner and to approve requests for street lighting in accordance with the policy, subject to approved budgets;
- vi) to oversee the development and implementation of an emergency measures plan for the Town;
- vii) to provide oversight for the delivery of transit services through the transit contract and recommendations to improve the service where warranted;
- viii) to oversee the development and implementation of policies, bylaws and regulations regarding unsightly premises in the town;
- ix) to develop and enhance partnerships with individuals, organizations, corporations and governments to improve public safety in the town; and
- x) to provide advice to council on matters of public safety.

## 22) *Planning, Development and Heritage Committee*

The Planning, Development and Heritage Committee shall, in addition to any duties contained in this bylaw, be appointed as the Planning Board pursuant to Section 9 of the Planning Act, R.S.P.E.I., 1988, Cap. p-8, with all of the attendant duties and responsibilities thereof. The composition, terms of reference and sub-committees of the Planning, Development and Heritage Committee shall be as follows:

- a) **Composition**
  - i) a chair who shall be a member of Council;
  - ii) a vice-chair who shall be a member of Council;
  - iii) up to two (2) additional members who shall be members of Council; and
  - iv) at least three (3) but not more than five (5) "at large" members.
- b) **Terms of Reference**
  - i) to oversee the development and implementation of the Town's Official Plan and related land use, development control and building standard bylaws and policies;
  - ii) to oversee the development, in conjunction with other committees, of long range plans for transportation, infrastructure and the environment;
  - iii) to improve the appreciation, preservation and enhancement of the cultural, human and natural heritage of the town;
  - iv) to develop and enhance partnerships with individuals, organizations, corporations and governments to improve long term planning and heritage preservation; and
  - v) to provide advice to council on matters of planning and heritage.

- a) Composition
  - i) a chair who shall be a member of Council;
  - ii) a vice-chair who shall be a member of Council;
  - iii) up to two (2) additional members who shall be members of Council; and
  - iv) at least three (3) but not more than five (5) "at large" members.
  
- b) Terms of Reference
  - i) to ensure good financial stewardship through the development and implementation of a performance based budgeting system for the town and town entities and by making public engagement a central component of the process;
  - ii) to monitor the expenditures of the town and town entities;
  - iii) to oversee the development and implementation of sustainable purchasing policies and methods;
  - iv) to act as the audit committee for the town and for town entities and to make recommendations regarding best practices for accounting;
  - v) to plan and implement technology solutions to support the work of the town including communications, computer hardware and software solutions;
  - vi) to oversee the operation of the Stratford Seniors complex;
  - vii) to develop and enhance partnerships with individuals, organizations, corporations and governments to improve financial stewardship and information technology deployment; and
  - viii) to provide advice to council on matters relating to financial stewardship and information technology.

## Part 4 - Stratford Utility Corporation

This part applies to the Stratford Utility Corporation established in this bylaw.

### *25) Stratford Utility Corporation*

Pursuant to Section 104 of the Charlottetown Area Municipalities Act, there is hereby established a water and sewer utility corporation to be known as the Stratford Utility Corporation.

#### a) Governance

The Corporation shall be governed by a management board.

#### b) Functions

The Stratford Utility Corporation shall:

- i) on behalf of Council, own, operate, manage and maintain a sanitary sewage collection and treatment system and a water supply, distribution and purification system for the Town;
- ii) acquire, alienate, hold and dispose of real or personal property;

- ii) administrative and other services may, on mutual agreement, be provided to the Corporation by the Town or to the Town by the Corporation and, where so provided, shall be on a fee for service and value for money basis; and
- iii) employees of the Corporation are employees of the Town.

f) Service Outside the Town Boundary

With prior approval of Council, water and sewer service may be provided beyond the Town boundary where:

- i) The complete cost of providing service beyond the Town boundary shall be borne by the party or parties requesting the service.
- ii) The tariff for services provided to customers beyond the Town boundary shall be subject to approval of Council.

g) Borrowing

The Corporation may, for Capital Projects approved by Council, by resolution from time to time:

- i) borrow money upon the credit of the corporation;
- ii) issue, reissue, sell or pledge debt obligations of the corporation; and
- iii) mortgage, hypothecate, pledge or otherwise create security interest in all or any property of the corporation owned or subsequently acquired, to secure any debt obligation of the corporation.

Notwithstanding the above, the Corporation may arrange for temporary credit lines for the day to day operation of the Corporation or for temporary capital borrowing.

h) Tender Approval

Tenders for capital projects may be approved by a majority of the Management Board by telephone poll provided the tender is within the approved budget amount and bears the recommendation of the design engineer and such approvals shall be ratified at the next regular meeting of the Management Board.

26) *Repeal*

Bylaw Number 25, the Committee Bylaw is hereby repealed.

27) *Effective Date*

The effective date of this bylaw is January 1, 2013.