

**TOWN OF OSLER
BYLAW 2018-04
A BYLAW OF THE TOWN OF OSLER
TO ESTABLISH THE OSLER FAMILY RESOURCE COMMITTEE**

The Council of the Town of Osler, in the Province of Saskatchewan, enacts as follows:

PART I - SHORT TITLE

1. This Bylaw may be cited the Osler Family Resource Centre Bylaw

PART II - DEFINITIONS

2. In this Bylaw:
 - a) “**CAO**” shall refer to the Chief Administrative Officer of the Town of Osler
 - b) “**COUNCIL**” shall refer to the Council of the Town of Osler
 - c) “**OFRC COMMITTEE**” shall refer to the Osler Family Resource Committee
 - d) “**SECRETARY**” shall refer to the Town of Osler employee tasked with recording of the minutes of the Committee

PART III – GENERAL

3. That the presently established Osler Family Resource Committee members continue to be appointed by Council in consultation with the existing Committee, with the exception of the member appointed by the Town of Osler.
4. That the Family Resource Committee shall comprise the following:
 - a) The chairperson, vice-chairperson, secretary (a Town employee)
 - b) A minimum of 4 and a maximum of 12 members at large from the community (this number includes the executive committee) appointed by Council in consultation with the existing Osler Family Resource Committee;
 - c) A representative from the Town Council appointed annually;
5. The chairperson and vice-chairperson shall be chosen annually by the Committee from the members at large and, together with the Town Council appointee and the Secretary (or CAO), shall serve as the Executive Committee.
6. Each member of the Committee shall serve a 3-year term and no member may serve more than two (2) consecutive terms nor shall they serve more than six (6) consecutive years in any one executive position. These terms shall commence on the first meeting of each year. A request for an exception may be made to Council, if, after advertising a vacancy, no other individuals have expressed interest in serving on the Committee.
7. If any member of the Committee absents themselves from the meetings of the Committee for 3 consecutive regular meetings, unless excused by resolution of the

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Committee in session, the Committee shall notify Council and, in consultation with Council, shall appoint a person to fill the vacancy for the remainder of the term.

8. A majority of voting members shall constitute a quorum.
9. The financial year of the Committee shall commence January 1st and close December 31st of each year.
10. The signing authority for the Committee shall consist of two signing officers responsible for the financial operations: (1) the chair; or alternate vice-chair, and (2) the CAO; or alternate Town employee serving as secretary.
11. All proceedings (minutes) of the Committee shall be entered in books to be kept for that purpose, and must be signed by the Chairperson or Vice-chairperson and Secretary.
12. All financial transactions shall be submitted to the Town of Osler for review and an annual audit review shall be completed by the Auditor for the Town.
13. The Committee shall meet in regular session a minimum of four times per year and shall meet in special session at the call of the Chairperson or by request of the majority of Committee members.
14. The Committee shall be accountable to the Osler Town Council. The Chairperson, or designate, shall present a report to Council as outlined in Policy OSL.3 of the Town of Osler and the minutes of all meetings shall be available to the Town Council upon adoption by the Committee.
15. The Committee may make recommendations for Council's consideration with respect to the procedures and regulations relating to facilities being used by OFRC programs.
16. The Committee shall prepare and submit in writing to the Council a detailed report for the upcoming year regarding goals, activities and objectives.
17. In addition to other duties as indicated it shall be the duty of the Committee to make recommendations to Council concerning the employment of full or part time staff as may be necessary to carry out the programs on behalf of the Committee. It should be noted that any staff member will be considered a Town of Osler employee.
18. The Committee shall provide sufficient funding to pay all salaries, benefits and expenses incurred in the provision of programs of the Osler Family Resource Committee unless otherwise agreed to by the Osler Town Council.
19. Any sub-committee appointed by the OFRC Committee and comprised of persons interested in the development of the OFRC Programs within the Town of Osler, shall work in cooperation with the Committee as follows:

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- a) The Committee shall approve all expenditures; and,
- b) All revenues generated shall be processed through the OFRC account.

20. A copy of the bylaw shall be presented to all OFRC Committee Members.

Bylaw 2013-06 is hereby repealed.

This bylaw shall come into force upon adoption by Council.

Read a first time this 14th day of March, 2018

Read a second time this 28th day of March, 2018

Read a third time and adopted this 28th day of March, 2018

(SEAL)

Mayor

Chief Administrative Officer