



**THE CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1009**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH ADVISORY BOARDS, PASSED PURSUANT TO SECTION 29, OF THE CITIES, TOWNS AND VILLAGES ACT BEING CHAPTER C-8 OF THE STATUTES OF THE NORTHWEST TERRITORIES, 1988.

WHEREAS, the Council of the Corporation of the Town of Fort Smith, in the Northwest Territories, recognizes that receiving citizen input aids the work of Town Council, and is essential to the long term wellness, growth and prosperity of the community, and

WHEREAS, the Council deems it to be in the public interest to establish Advisory Boards in various areas of municipal operations including but not limited to: Community Services, Economic Development, Childcare, and Sustainable Development.

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

I. BOARD COMPOSITION AND TERMS OF OFFICE

- a. The Board shall consist of not more than ten (10) members of the general public, serving without pay, and who shall be appointed by resolution of Council.
- b. Board appointments may occur throughout the year and all expressions of interest shall be submitted to Town Council for potential appointment.
- c. Board appointments shall be for a period of two (2) years, and Board members may apply for continuance at the conclusion of their term. Terms will expire on the 31st day of December.
- d. Any member of the Board who is absent from three consecutive regular meetings of the Board shall forfeit his/her position of the Board unless he/she is authorized by resolution of the Board to be absent. Any member forfeiting his/her position on the Board due to absence, shall not be eligible for reappointment for a period of two (2) years.
- e. Council may remove any member of the Board for misconduct or for other sufficient reasons. The Board may recommend rescinding membership to the Board by motion of Council.
- f. Each Advisory Board shall hold an annual general meeting once per year, prior to yearend.



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II. CONDUCT OF MEETINGS

- a. The Chairperson, Vice-Chair, and Secretary shall be elected at the annual general meeting from among the members of the appointed Board.
- b. Should the Chairperson and Vice-Chair be absent from a regular or special meeting of the Board, the members may appoint a member to preside at that meeting. Should the Chairperson/Vice-Chair arrive, that member so appointed to act as Chairperson shall vacate the chair.
- c. Regular meetings of the Board shall be held quarterly or more frequently at the discretion of the Chairperson or Council, with the time and place of such meetings to be determined by the Board at its first meeting. The time and place of meetings may be changed by the Board from time to time as the Board may deem advisable. During July and August, meetings may be cancelled should there not be items of business that are of an urgent matter.
- d. A Special Meeting may be called on forty-eight (48) hours notice by the Chairperson or at the written request of any three (3) members. Regular Meetings of the Board shall not exceed ninety (90) minutes in length and shall only be extended by unanimous consent of all members present. Any such extensions shall be limited to any additional thirty (30) minutes in length.
- e. Minutes shall be kept of all regular and special meetings and shall be recorded by the Secretary.
- f. The Chairperson or his/her delegate shall submit the minutes to the next regular meeting of Council or appropriate Committee of Council. These minutes shall include all recommendations made by the Board and the vote thereon.
- g. The Chairperson may vote on any matter brought before the Board.
- h. A quorum of the Board shall be considered a majority of the members presently appointed.
- i. The Board may establish Working Groups to review matters brought before it.

III. POWERS AND DUTIES OF THE BOARD

- a. Powers and duties will be established by policy for each Advisory Board through Resolution of Council.

IV. BUDGET AND FINANCE

- a. The Board shall liaise with the appropriate director in the preparation of the budget affecting the Board.
- b. The Board and/or any member hereof, shall not have the power to pledge the credit of the Town in connection with any matter whatever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town.



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V. REPEAL

a. That Bylaw 874 be hereby repealed.

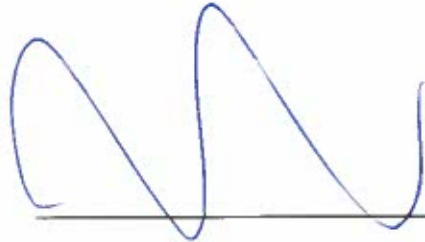
READ A FIRST TIME THIS 15th DAY OF December, 2020 A.D.

READ A SECOND TIME THIS 15th DAY OF December, 2020 A.D.

READ A THIRD TIME THIS 19th DAY OF January, 2021 A.D.

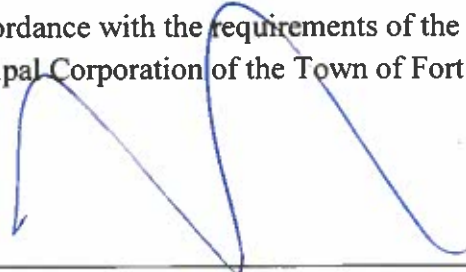


MAYOR



SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.



SENIOR ADMINISTRATIVE OFFICER