

**BY-LAW 15-2023**  
**SCHEDULE "A"**

RM OF ST CLEMENTS MUNICIPAL HERITAGE COMMITTEE  
Advisory Committee to RM of St. Clements Council  
Governing Rules

**1. Purpose**

- i. \_\_\_\_\_

**2. Background**

- i. \_\_\_\_\_

**3. Objectives**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**4. Committee Composition**

- i. The committee shall consist of
  - i. One (1) representative of RM Administration
  - ii. As few as five (5) and no more than nine (9) Members-at Large, one of whom will be appointed as Chairperson.
  - iii. Members will be appointed in two-year terms, with a minimum of three terms expiring annually. Chair and Vice-Chair must not have terms expiring in the same year. Members are eligible to let their name stand for consecutive terms. This is to prevent a committee dissolving all at one time, and to provide new committee members with information from previous members still standing.
- ii. The committee shall be appointed by RM of St. Clements Council
- iii. Quorum shall be considered majority of members present (greater than 50%).
- iv. Should any member of the committee wish to remove themselves, they must do so in writing to the Chairperson or RM Administration. The committee will suggest replacements for Council to approve at the next available Council meeting.
- v. Should any member of the committee display actions that would create just cause for removal, this shall be voted upon by the remaining members at a special meeting. The committee will suggest replacements for Council to approve at the next Council meeting.

**5. Meetings**

- i. The committee shall meet quarterly, or as needed if special circumstances arise.
- ii. Meeting minutes will be made available to the RM of St. Clements Council as Communication on the next available Agenda following each meeting.
- iii. Committee Reports will be clear on tasks that have been accomplished and current recommendations.

**6. Committee Member Responsibilities**

- i. Committee members shall be familiar with all RM policies and procedures.
- ii. Committee members will serve as an independent volunteer and shall not bring in personal biases or preferences, but only those of the municipality.
- iii. Committee members shall work as a team for the purpose of achieving positive outcomes that will benefit the entire municipality.
- iv. Committee members shall declare any situation that is or could be considered a conflict of interest.

**7. Budget**

- i. Budget for the committee will be determined through RM Council and Administration.
- ii. All expenses will need to be approved through RM Administration depending on their respective authorized spending limits.
- iii. Any expense over \$500 will need to be approved by Resolution of Council.

**8. Expected Outcome**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**\*\*Once Committee is established, they will complete sections 1, 2, 3 and 8 to align with their vision and bring back for Council approval\*\***