

TOWN OF ITUNA

Bylaw No. 10-2019

A BYLAW OF THE TOWN OF ITUNA TO ESTABLISH THE ITUNA TRANSIT OPERATING COMMITTEE BOARD

DEFINITION

1. In this bylaw, including this section;
 - a) "Board" means the Ituna Transit Operating Committee Board pursuant to this Bylaw.
 - b) "Council" means the council of the Town of Ituna.
 - c) "Program" means those activities normally carried on with the Ituna Transit Bus.

FUNCTION

2. The function of the board shall be:
 - a) To manage the Ituna Transit Bus Program for the community.
 - b) To advise council on projects to improve or extend the Ituna Transit Program.

COMPOSITION OF THE BOARD

3. The Board shall consist of six members (five residents at large & one Council member representative) to be appointed by resolution of council.
4. Each term of office shall be for three years.
5. The Board shall appoint one board member as:
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary-Treasurer who will be the Town Administrator.
6. The seat of a member of the board who absents himself from three consecutive meetings, without authorization by resolution of the board, shall be declared vacant.
7. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation by the secretary-treasurer of the board.
8. The secretary-treasurer shall bring to the attention of the council any vacancies that have been submitted to the board, and the board shall make recommendations, to council, to fill vacancies as they arise.
9. The council shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.
10. Four members shall constitute a quorum.

MEETINGS

11. The board shall meet once every three months, at a time and place, as set by the resolution of the board at the first meeting of the board each year, however, in special circumstances, up to two regular meetings per year, may be waived by the Chairperson.
12. The secretary-treasurer of the board shall, at the request of the Chairperson or one third of the members, call a special meeting at a date and specified in the request.

13. All meetings of the board shall be open to the public.
14. All members of the board present shall vote on each question.
15. The Chairperson shall preside at all meetings.
16. If the Chairperson should be unable to attend a meeting, the Vice-Chairperson shall preside.
17. All actions of the board shall be entered in the minute book, to be kept for that purpose by the secretary-treasurer and signed by the secretary-treasurer and the presiding officer.

POWER AND DUTIES

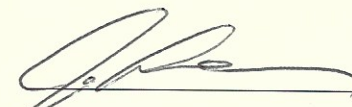
18. The board shall establish annual goals and objectives.
19. The financial year of the board shall be the calendar year.
20. The board shall before April 1st of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
21. The board shall within its budgetary allotment manage the Ituna Transit Committee Bus operations and programs.
22. The secretary-treasurer of the board shall, at year end, ready the financial records of audit. The records are to be maintained by council through the Town of Ituna and shall be audited by the municipal auditor.
23. The secretary-treasurer of the board shall deposit all funds through the council of the Town of Ituna, to the credit of the board, in a chartered bank or credit union and those funds shall be withdrawn only by cheque signed through the council by the signing authority of the Town of Ituna.
24. The board may advise or make recommendations to council with respect to improvements or extension of the Ituna Transit Bus operations and program.

REPEAL

25. Bylaw No. 2-2003 is hereby repealed.



This bylaw shall come into force and take effect on the date of final passing thereof.




Mayor


Administrator

Bylaw No. 10-2019

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 Mayor
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