

VILLAGE OF BEISEKER

BYLAW NO. 2025-09

BUDGET COMMITTEE BYLAW

A BYLAW OF THE VILLAGE OF BEISEKER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BUDGET COMMITTEE.

WHEREAS

pursuant to section 145 and 146 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, a council may pass bylaws to establish council committees and define their functions and duties; AND WHEREAS Council of the Village of Beiseker deems it desirable to establish a Budget Committee to assist in fulfilling its financial oversight responsibilities; NOW THEREFORE, the Council of the Village of Beiseker, duly assembled, enacts as follows:

1. SHORT TITLE

This bylaw may be cited as the 'Budget Committee Bylaw.'

2. PURPOSE

The purpose of this bylaw is to establish a Budget Committee to:

- Provide advice and recommendations to Council on financial planning, budgeting, and policy matters;
- Enhance financial transparency and accountability; and
- Support the administration in ensuring sound fiscal management of the Village's resources.

3. DEFINITIONS

In this bylaw:

- (a) 'CAO' means the Chief Administrative Officer of the Village of Beiseker or designate.
- (b) 'Committee' means the Budget Committee established under this bylaw.
- (c) 'Council' means the Council of the Village of Beiseker.
- (d) 'Village' means the Village of Beiseker.
- (e) 'CFO' means the Chief Financial Officer.

4. ESTABLISHMENT

A committee known as the Budget Committee is hereby established.

5. MEMBERSHIP

1. The Committee shall consist of:

- a. The Mayor;
- b. Three (3) members of Council appointed annually at the Organizational Meeting; and
- c. The CAO and/or CFO, who shall serve in a non-voting advisory capacity.

2. Council may appoint up to two (2) additional non-voting public members at its discretion.
3. The Mayor shall serve as Chairperson, unless Council designates another member of Council.
4. The Committee shall appoint a Vice-Chair at its first meeting each year.

6. TERM OF APPOINTMENT

1. Council members shall be appointed for a one-year term, or until the next Organizational Meeting of Council.
2. Public members, if any, shall be appointed for a one-year term, subject to reappointment.
3. Vacancies may be filled by Council resolution at any time.

7. MEETINGS

1. The Committee shall meet at least quarterly, or more frequently as required.
2. Meetings may be called by the Chairperson or by a majority of Committee members.
3. A majority of voting members constitutes quorum.
4. All meetings shall be conducted in accordance with the Municipal Government Act and the Village of Beiseker Council Procedural Bylaw.

8. DUTIES AND RESPONSIBILITIES

The Budget Committee shall:

- (a) Review and provide recommendations to Council on:
 - The annual operating and capital budgets;
 - Quarterly financial statements and variance reports;
 - The five-year capital plan and long-range financial forecasts;
 - Financial policies, including reserves, debt, investments, and procurement; and
 - Auditor selection and the annual audited financial statements.
- (b) Review significant financial risks and recommend mitigation measures.
- (c) Provide input into fiscal sustainability strategies, grant opportunities, and asset management plans.
- (d) Ensure appropriate public transparency of financial information.
- (e) Refer recommendations to Council for approval; the Committee has no delegated authority to bind Council.

9. ADMINISTRATION SUPPORT

1. Administrative support for the Committee shall be provided by the CAO, CFO or designate.
2. Agendas and minutes shall be prepared in accordance with Village procedures and made available to Council, if requested.

10. REPORTING

1. The Committee Chair shall report to Council on its activities and recommendations after each meeting.

12. DISSOLUTION

Council may dissolve the Committee by resolution at any time.

13. SEVERABILITY

If any portion of this bylaw is found invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

14. EFFECTIVE DATE

This bylaw shall come into effect upon third and final reading.

READ a first time this ___ day of _____, 20__.

READ a second time this ___ day of _____, 20__.

READ a third time and finally passed this ___ day of _____, 20__.

SIGNED this ___ day of _____, 20__.

Mayor _____

Chief Administrative Officer _____

APPENDIX A – BUDGET COMMITTEE TERMS OF REFERENCE

The Budget Committee is an advisory body established by Bylaw No. 2025-09 to provide advice and recommendations to Council on matters related to the financial management of the Village.

1. Objectives

- To promote sound financial stewardship and accountability.
- To ensure transparency and efficiency in municipal financial processes.
- To review key financial documents prior to Council approval.

2. Meeting Procedures

- Meetings will be held quarterly, or as required.
- The CAO, CFO or designate will prepare agendas and circulate materials at least three business days in advance.
- Minutes will be recorded.
- Decisions will be made by consensus or majority vote of voting members.

3. Reporting and Communication

- Recommendations shall be presented to Council by Committee Chair on behalf of the committee.
- The Committee will maintain open communication with Administration on budget timelines, audit progress, and financial updates.

4. Review of Terms of Reference

These Terms of Reference shall be reviewed every two (2) years, or as directed by Council.