



SECTION: LEGISLATIVE

POLICY NO. P073-2019

POLICY MANUAL



TITLE: Council Committees
DATE: October 24, 2019
AUTHORITY: Council
DEPARTMENT: Administration

1. POLICY PURPOSE

To provide guidelines for the structure and conduct of Council Committees.

2. DEFINITIONS

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|--------------------|--|
| Committee | shall mean either a Standing or Ad Hoc Committee |
| Standing Committee | shall mean a Committee established without a time of dissolution |
| Ad Hoc Committee | shall mean a Committee established by resolution with a specific objective. All Ad Hoc Committees will be reviewed annually and dissolved if deemed unnecessary at the Organizational Meeting. |

3. RESPONSIBILITY

- 3.1 Council to:
 - a. Appoint and determine continuation of Standing and Ad Hoc Committees when required, and approved terms of reference at the time of creation of the Standing Ad Hoc Committee.
 - b. Appoint Council representatives and members of the public to Standing and Ad Hoc Committees as defined in the attached schedules.
 - c. Review the membership and assess the appropriateness of skills of Committee Members on Standing and Ad Hoc Committees and may, for any reason it considers proper, revoke the appointment of a member of a Committee and appoint a successor to fill the vacancy.
 - d. Receive, review, accept or decline, the resignation of any member of a Committee.

- 3.2 Mayor to:
 - a. Act as ex-officio members of all Committees.

- 3.3 Chair of a Committee to:
 - a. Call a meeting of the Committee as required. Special Meetings shall be called in the same manner as calling a Special Council Meeting.
 - b. Meet with administrative support staff as required to review the meeting agenda prior to distribution.
 - c. May review applications submitted to fill vacancies on their Committee and to provide confidential recommendations to Council through the Mayor in writing.
 - d. Present recommendations to Council through the receiving body. Where the Chair is unable to present the recommendations of the Committee, another member of the committee, being a member of the public when the Committee is so constituted, shall present the recommendations.
 - e. Ensure that the activities of the Committee do not exceed the authority of the Committee granted by Council as defined by bylaw or terms of reference under this policy.

- 3.4 Chief Administrative Officer to:
 - a. Receive and present applications to Council or Committee appointments.



- b. Annually, prior to the Organizational Meeting, review memberships of Committees and present to Council the names of all members whose term will be expiring within the current year.
- c. Advertise for applicants to fill public member vacancies on Committees, and to request Council to make appointments to Standing and Ad Hoc Committees.
- d. Coordinate the use of the Council Chambers or committee rooms.
- e. Develop Committee Schedules for all Council Committees.
- f. The Chief Administrative Officer will designate relevant personnel to attend specific Council Committees to provide administrative support.
- g. Recommendations of Council Committees will be reviewed by Administration in terms of: sphere of jurisdiction, potential impact on existing policy, impact on budget, impact on staff resources and enforceability of any requested bylaw. The Chief Administrative Officer may review and sign off approval on all "Requests for Decisions" from the Department Directors being presented to Council Committees.

3.5 Members of Committees to:

- a. Analyze, determine and recommend or act upon a matter within the authority of the Committee as granted by bylaw or terms of reference under this policy.
- b. Regularly attend Committee meetings and to fully participate in presenting motions, debate, and voting. Council may review an individual's appointment if he/she is absent from three consecutive Council Committee meetings.

3.6 Administration Support Staff to:

- a. Prepare, and distribute agenda materials prior to the meeting, except in the case of a Special Meeting.
- b. Prepare and distribute minutes in accordance with the standards set by the Chief Administrative Officer.
- c. Provide for the orientation of new members of the committee.

4. COUNCIL COMMITTEE SCHEDULES

4.1 Under direction of Council, the Chief Administrative Officer shall prepare and present terms of reference for each Committee, except where that information is provided by bylaw.

4.2 Council Committee Schedules shall include the following terms of reference:

- a. Name of the Committee: as set by Council, and to be used on all correspondence by the Committee.
- b. Purpose of the Committee: shown as a statement of the works to be undertaken by the Committee.
- c. Membership: appointments shall be for a term of three years or less, ending prior to the Organizational Meeting each year, unless otherwise stated. The Committee Schedule shall show membership by source (i.e. Council, Public, etc.)
- d. Frequency of Meetings: a statement of the frequency of regular meetings.
- e. Authority: a statement of the authority granted to the Committee by Council.
- f. Administrative Support Staff: designating the position providing support services to the Committee.

5. MEETINGS

5.1 At its first meeting, each Committee shall elect a Chair. The Chair of a Committee, where all members are appointed by Town Council, shall be appointed by Council.

5.2 The frequency of meetings shall be not less than that stated in the Committee Charter. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacation.





- 5.3 All agendas are to be prepared and circulated in advance, except in the case of a Special Meeting being called.
- 5.4 A quorum, being the majority of the membership appointed, is required to hold a formal meeting.





6. AUTHORITY

- 6.1 Committees shall be considered as advisory only, unless granted specific authority by resolution of Council or as stipulated in the Committee Schedule.
- 6.2 All contracts or agreements proposed by a Committee require approval by Council prior to signing, unless that authority has been specifically granted to the Committee.
- 6.3 Committees shall meet in public unless the nature of the issue being discussed requires the Committee to go in-camera. All recommendations to Council shall be made by resolution in the public portion of the meeting.

7. AD HOC COMMITTEES

- 7.1 Ad Hoc Committees may be formed at the direction of Council if the need arises. The Chief Administrative Officer will develop a Committee Schedule for each Council Committee. Ad Hoc Committees conduct research, report on findings and often make recommendations, but do not have decision-making powers. Town Council has the sole authority to accept or reject the advice and/or recommendations from Ad Hoc Committees.
- 7.2 Each Ad Hoc Committee shall have a representative from a Standing Council Committee or Town Council. That member shall be responsible for coordinating the communication between the Ad Hoc Committee and Standing Committee or Council.

8. ADVERTISING

- 8.1 The Chief Administrative Officer shall advertise Standing Committee meetings in accordance with the policies of the Town of Fox Creek.

9. RECEIVING BODY

- 9.1 Where recommendations of a committee are required to be presented to Council, the Committee shall present the recommendations to Council after review by the Chief Administrative Officer or his/her delegate, and the Chief Administrative Officer or his/her delegate shall present their comments on the recommendations along with the recommendation from the Committee.

10. TRAINING

- 10.1 Administration may arrange for members of Council Committees to attend a training session at the beginning of each term or on an annual basis to educate them on Council Committee roles, responsibilities and procedures.

11. REFERENCE

Internal Committees:

- Schedule A Assessment Review Board
- Schedule B Community Adult Learning Program Board
- Schedule C Community Enhancement Committee
- Schedule D Culture and Recreation Board
- Schedule E Emergency Management Committee
- Schedule F Joint Economic Development and Tourism Board
- Schedule G Legacy Scholarship Committee
- Schedule H Municipal Planning Commission
- Schedule I Subdivision and Development Appeal Board

External Committee Appointments
Alberta C.A.R.E Committee





Business Support Network
Chamber of Commerce
Community Futures Yellowhead East
Fox Creek Synergy Group
Greenview Waste Management Commission
Golden Triangle Board
Heart River Foundation
Millar Western Advisory Committee
Municipal Library Board
Peace Library Board

* Ad Hoc Committee Schedules will be included as a reference for this policy when established by Council and will be withdrawn when dissolved by Council.

* Council Members may be appointed to committees/boards established by outside agencies. Information on these committees/boards is provided as the discretion of the outside agencies.



Jim Hajes
Mayor



Kristen Milne
Chief Administrative Officer





Schedule A
Policy PO73-2019 – Council Committees
Assessment Review Board

As established by resolution

Committee Objective:

This Board hears assessment appeals from concerned property owners disputing the calculation of the Regional Assessment Officer.

Meeting Frequency:

As required – Date and locations to be determined.

Membership:

The Committee consists of:

- 2 Council representatives
- Members of the public wishing to serve on the Committee.

Town Council appoints Council and Public Representatives by resolution.

The Development Officer provides administrative support and advice.

Council Representatives Role:

1. To ensure decisions of the Committee are consistent with the Town's goals
2. To report actions of the Committee to Town Council.

Reports are made to Council via:

1. Minutes as information items.
2. During the budget process.
3. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
4. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.



Schedule B
Policy P073-2019 – Council Committees
Community Adult Learning Program Board

As established by resolution

Committee Objective:

Ensure the learning opportunities, supports, and services supported by the Community Adult Learning Program meet needs, benefit learners and are provided in a cost-effective manner to maximize the use of public funds, and are provided in cooperation with the other related service organizations in the community.

Committee Roles:

1. Review the Community Adult Learning Program mandate and guidelines and provide recommendations to meet the requirements.
2. Determine bylaws, structure and decision-making processes, and develop and adhere to operational policies and procedures, including conflict of interest guidelines, and examine and vote on matters in accordance with the written policies and procedures.

Meeting Frequency:

1. Quarterly at the Community Resource Centre

Membership:

- Ensure that the decision-making body consists of at least five individuals from within the community who have a declared interest in adult learning. No represented employer or organization can have more than one vote on the decision-making body, including the legal host.

The Town of Fox Creek Adult Education Coordinator will attend the meetings strictly as an advisory position.

Legal Host Representatives Role:

1. To ensure decisions of the board are consistent with the Town's goals.
2. To report actions of the Board to Town Council

Schedule C
Policy P073-2019 – Council Committees
Community Enhancement Committee

As established by resolution

Committee Objective:

To address the long-term concerns relative to the aesthetic and physical appearance of downtown Fox creek and aspects of the Highway 43 corridor, and make recommendations to Town Council with a suggested plan of action to be taken in response to the mandate.

Committee Roles:

1. Determine and recommend for approval by Council the geographic area that will be focused upon for the purpose of the general plan
2. Make recommendations to Council regarding general plan, findings, concepts and associate revitalization matters.



3. Engage other members of the business community, general public or stakeholders where practical to help solicit input regarding proposed recommendations that may be advanced to Council.
4. Receive progress reports from the consultant and Town staff. Provide input to make recommendations with respect to changes or other required actions related to goals and objectives that fall out of the plan, findings, concepts and related revitalization matters.
5. Make recommendations as to where emphasis and priorities may lie relative to revitalization in the downtown and a long aspects of the Highway 43 corridor in Fox Creek.
6. Inform the consulting team of history, issues and opportunities relative to revitalization matters in the downtown and along aspects of the Highway 43 corridor.

Meeting Frequency:

As required, time and location to be determined.

Membership:

The Committee consists of:

- 2 Council representatives
- 2 members at large from the Fox Creek downtown commercial/industrial area
- 3 members at large.

The Assistant Chief Administrative Officer and the Development Officer will provide administrative support to the Committee and act as the Recording Secretary.

Council Representatives Role:

1. To identify the needs and wants of all representation.
2. To report actions of the Committee to Town Council

Reports are made to Council via:

5. Minutes as information items.
6. During the budget process.
7. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
8. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.



Schedule D
Policy P073-2019 – Council Committees
Culture and Recreation Board

As established by resolution

Committee Objective:

To create a healthy, strong community by meeting the leisure and social needs of the community.

Committee Roles:

1. To make recommendations to Town Council for the formation of policies, and rules and regulations concerning:
 - a. Community issues that enhance, strengthen and stabilize family and community life;
 - b. The growth and development of a broad range of programs to help prevent family or community social breakdown and to help prevent the development of personal or family crises that may require major intervention or rehabilitation measures to correct;
 - c. Matters pertaining to program equipment and playgrounds, playfields, athletic fields and recreation facilities owned and operated by the Town of Fox Creek, or on other properties with the written consent of the owners and authorities thereof;
 - d. The growth and development of a broad range of recreation activities and the coordination of facility development and use to provide opportunities to people of all ages to use their leisure time;
 - e. Duties and responsibilities of staff.

The Chair and Vice chair shall make presentations on behalf of the board to Town Council. Upon the Chair or Vice Chair being unavailable, another member of the Board may be designated.

2. Council may consult the board on all matters affecting the development, maintenance and use of public recreation facilities and community life facilities within the Town.
3. To promote and facilitate the use of volunteers in the delivery of its programs.
4. To encourage all organizations, whether public, private, civic, social or religious which are supporting, promoting and working for family and community life and recreational activity within the area of the Board's jurisdiction.
5. To recommend to Town council and annual budget of estimated Community Services revenues and expenditures.
6. To complete annual reports of the Board's activities for submission to Town Council.
7. Develop, recommend to Council and implement corporate sponsorship and fundraising plans for recreation facilities in the Town of Fox Creek.
8. To plan, market and deliver community events that utilize recreational facilities within the Town of Fox Creek. This may include events like Canada Day, Christmas events, Halloween events, special sporting events, Family events, etc.
9. To work closely with other Town organizations and committees to further utilize the recreational facilities. This can include the Community Resource Centre, Fox Creek School, Fox Creek Minor Hockey, Fox Creek Minor Baseball, etc.

Meeting Frequency:

Quarterly in preparation for the seasonal changes for Community Advertising requirements. Additional meetings may be required for special event planning.

Membership:

The Board consists of eight (8) members:

- 2 Town Council representatives
- 1 Representative from the MD of Greenview – Member at Large.
- 5 Public Members
 - o Shall be residents of the town of Fox Creek of the agreement area of the Municipal District of Greenview; however, at no time shall the number of members from the Municipal District of Greenview exceed the number of members from the Town.
 - o Three-year terms that rotate in such a manner that one-third of the public members rotate their terms in order that no more than one-third of the Board members change in any one year.





Town Council appoints Council and Public Representatives by resolution.

The Director of Parks and Recreation offers administrative support, provides research and advice, and makes recommendations to the board. A Municipal clerk acts as recording secretary to the Board.

Council Representatives Role:

3. To ensure decisions of the board are consistent with the Town's goals.
4. To report actions of the Board to Town Council

Reports are made to Council via:

1. Minutes as information items.
2. During the budget process.
3. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
4. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.





Schedule E
Policy P073-2019 – Council Committees
Emergency Management Committee

As established by resolution

Committee Objective:

To advise Council on the development of emergency plans and programs.

Committee Roles:

1. Review Municipal Emergency Plan and related plans and programs on a regular basis.
2. Advise Council on the status of the Municipal Emergency Plan and related plans and programs at least once a year.
3. May recommend to Council the appointment of a Director of Disaster Services and Deputy Director of Disaster Services.

Meeting Frequency:

As required, a minimum of once a year.

Membership:

The Committee consists of:

- 2 Council representatives

The Director of Disaster Services offers administrative support to the Committee and assists in making recommendations to Town Council.

Council Representatives Role:

1. To report actions of the Committee to Town Council.

Reports are made to Council via:

9. Minutes as information items.
10. During the budget process.
11. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
12. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.



**Schedule F
Policy P073-2019 – Council Committees
Joint Economic Development and Tourism Board**

As established by resolution

Committee Objective:

To Develop an Economic Development and Tourism business plan that serves to enhance Economic Development and Tourism in the Town of Fox Creek and immediate surrounding area, provide guidance to the Economic Development Officer and to assist Administration in the implementation of the strategies identified in the Economic Development Business Plan.

Committee Roles:

1. Provide input, feedback and advice on the strategies in the Economic Development Business Plan.
2. Provide advice and comment on recommendations that the Economic Development Officer may take forward to Council.
3. Recommend additional strategies, ideas and solutions related to Economic Development and Tourism goals.
4. Serve as a conduit or collaboration channel to the public, business community or investors in support of development and prosperity of the business and tourism communities.
5. Focus on non-residential issues in the Town of Fox Creek and immediate surrounding area.

Meeting Frequency:

Monthly at the Town Administration Office

Membership:

The Committee Consists of:

- Two (2) Councillors from the Town of Fox Creek
- Two (2) Councillors from the Municipal District of Greenview
- One (1) Board Member from the Chamber of Commerce
- One (1) Member representing the Forestry Sector
- One (1) Member representing the Retail Sector
- One (1) Member representing the Hotels and/or Restaurants
- One (1) Member representing Education
- Two (2) Members representing Industry (may be from surrounding area)
- Two (2) Members at Large (from the Town of Fox Creek)

The Town of Fox Creek Economic Development Officer and the Municipal District of Greenview Economic Development Officer will act as advisory positions on the board.

The Chief Administrative Officers from both the Town of Fox Creek and the Municipal District of Greenview will attend meetings at their discretion.

Council Representatives Role:

1. To report actions of the Committee to Town Council.

Reports are made to Council via:

1. Minutes as information items.
2. During the budget process.
3. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
4. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.



Schedule G
Policy P073-2019 – Council Committees
Legacy Scholarship Committee

As established by resolution

Committee Objective:

To advise Council on the successful applicant for the Legacy Scholarship.

Committee Roles:

1. Review all applications from graduating High School students who exemplify the qualities of good citizenship at the Fox Creek School and in the Community.

Meeting Frequency:

As required

Membership:

The Committee consists of:

- 2 Council representatives
- 2 Fox Creek School representatives

The Assistant Chief Administrative Officer will provide administrative support to the committee.

Council Representatives Role:

1. To report actions of the Committee to Town Council.

Reports are made to Council via:

1. Minutes as information items.
2. During the budget process.
3. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
4. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.





Schedule H
Policy P073-2019 – Council Committees
Municipal Planning Commission (MPC)

As established by resolution

Committee Objective:

To deal with land use planning matters with particular emphasis on the Land Use Bylaw.

Committee Roles:

1. To advise and assist Town Council with regard to the planning of orderly and economic development within the municipality and seek to ensure that any proposed development is in accordance with the purpose, scope or intent of the Municipal Development Plan and the Land Use Bylaw.
2. Act as a Development Authority and to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaw.
3. Act as a Subdivision Approving Authority and to receive, consider and decide on applications for subdivision in the manner prescribed in the Municipal Government Act (MGA) and the Land Use Bylaw.
4. Make recommendation to Council on general planning matters and Land Use Bylaw amendments.

Meeting Frequency:

As required, meetings are held in the Town Administration Office.

Membership:

The Committee consists of:

- 2 Council representatives
- 3 Public Members

Public Members are appointed by resolution of Council for a four (4) year term that coincides with General Municipal Elections.

No person who is a member of the Subdivision and Development Appeal Board can act as a member of the Municipal Planning Commission.

The Development Officer and the Development Secretary offer administrative support.

Council Representatives Role:

1. To report actions of the Committee to Town Council.

Reports are made to Council via:

1. Minutes as information items.
2. During the budget process.
3. Attendance by the Chair, or other Committee representative in his/her absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
4. Council Representatives' reports during the "Council Reports" item at the Regular Council Meetings.





Schedule I
Policy P073-2019 – Council Committees
Subdivision and Development Appeal Board (SDAB)

As established by resolution

Committee Objective:

To make decisions on appeals of subdivision or development decisions made by the Development Officer or Municipal Planning Commission.

Committee Roles:

The Board hears appeals as provided for by the Land Use Bylaw and the Municipal Government Act (MGA).

Meeting Frequency:

As required, meetings are held in the Boardroom at the Town Administration Office.

Membership:

The Committee consists of:

- 3 Council representatives
- 4 Public Members

Public Members are appointed by resolution of Council for a four (4) year term that coincides with General Municipal Elections.

No person who is a member of the Municipal Planning Commission (MPC) can be appointed to act as a member of the Subdivision and Development Appeal Board.

The Development Officer and the Development Secretary offer administrative support.

Council Representatives Role:

1. To ensure decisions of the Committee are consistent with the Town's goals.
2. To report actions of the Committee to Town Council.

Reports are made to Council via:

1. Minutes as information items.
2. The Council Representatives' reports during the "Council Reports" items during Regular Council Meetings.

