

TITLE: Council Committees
 POLICY No: PO79-2020
 EFFECTIVE DATE: October 19, 2020
 AUTHORITY: Council
 DEPARTMENT: Administration
 SUPERSEDES POLICY No: PO68-2018
 REVIEW DATE:



1. POLICY PURPOSE

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

2. DEFINITIONS

- 2.1 "Ad Hoc Committee" shall mean a Committee established by resolution with a specific objective. All Ad Hoc Committees will be reviewed annually at the Organizational Meeting and dissolved if deemed unnecessary.
- 2.2 "Administration" shall mean the operations and staff of the Town of Fox Creek under the direction of the Chief Administrative Officer.
- 2.3 "Code of Conduct" shall mean the Town of Fox Creek Code of Conduct Bylaw, which establishes the conduct governing Councillors and Members of Council Committees.
- 2.4 "Committee" shall mean either a Standing or Ad Hoc Committee.
- 2.5 "Member" shall mean a person appointed to a Committee and includes whether a Councillor or Member-at-Large.
- 2.6 "Member-at-Large" shall mean a person appointed to a Committee who is a member of the public and not a Councillor.
- 2.7 "Standing Committee" shall mean a Committee established without a time of dissolution.
- 2.8 "Subcommittee" shall mean a subcommittee established to assist with the duties of a Committee.
- 2.9 "Town" shall mean the Town of Fox Creek.
- 2.10 "Terms of Reference" shall mean the Terms of Reference as approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a Committee.

3. ESTABLISHING COMMITTEES AND BOARDS

- 3.1 Council may establish a Standing (Advisory) Committee and their Terms of

- Reference either by resolution or bylaw.
- 3.2 Council may establish an Ad Hoc Committee, for the purpose of reviewing a specific issue, problem, or need by resolution.
 - 3.3 Subcommittees may be established by Council resolution for the Committee they are to assist.
 - 3.4 Standing Committees will have the duties, functions, membership, procedures, and other characteristics established in their Terms of Reference.

4. RESPONSIBILITY

- 4.1. Council to:
 - a. Appoint and determine continuation of Standing and Ad Hoc Committees when required.
 - b. Approve Terms of Reference at the time of creation of the Standing and Ad Hoc Committee.
 - c. Appoint Council representatives and members of the public to Standing and Ad Hoc Committees as defined in the attached Schedules.
 - d. Review the membership and assess the appropriateness of skills of the committee members on Standing and Ad Hoc Committees and may, for any reason considered proper, revoke the appointment of a member of a committee and appoint a successor to fill the vacancy.
 - e. Receive, review, accept or decline, the resignation of any member of a committee.
- 4.2. Mayor to:
 - a. Act as ex-officio member to all committees.
- 4.3. Chair of the 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.

- 4.4. Chief Administrative Officer to:
- a. Receive and present applications to Council or committee appointments.
 - b. Annually, prior to the Organizational Meeting, review the memberships of the 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 act as Administrative Support.
 - g. Provide Council 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 or any requested bylaw
 - h. Review when necessary and sign off approval on all "Requests for Decisions" from the department directors being presented to Council Committees.
- 4.5. Members of the Committee to:
- a. Analyze, determine, and recommend or act upon a matter within the authority of the committee as granted by bylaw or 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 they are absent from three consecutive Council Committee meetings.
- 4.6. 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.

5. COUNCIL COMMITTEE SCHEDULES

- 5.1. Under the direction of Council, the Chief Administrative Officer shall prepare and present the Terms of Reference for each committee, except where that information is provided by bylaw.
- 5.2. 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. Administrative Support Staff: designating the position providing support services to the committee.

6. MEETINGS AND MEETING PROCEDURES

- 6.1 At its first meeting, each Committee shall elect a Chair. The Chair of a Committee, where all members are appointed by Council, shall be appointed by Council.
- 6.2 The frequency of meetings shall not be less than that stated in the Committee Charter. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacation.
- 6.3 All agendas are to be prepared and circulated in advance, except in the case of Special Meetings.
- 6.4 A quorum, being the majority of the appointed members, is required to hold a formal meeting.
- 6.5 All approved minutes of the Committee meetings will be submitted to Council for their reference during Regular Meetings.
- 6.6 All agendas and minutes of the Committee meeting will be made routinely available to the public.
- 6.7 Additional meetings and special meetings of a Committee may be called in accordance with its Terms of Reference.
- 6.8 Individuals, community groups, and other organization that wish to present to a Committee may submit a request to do so in accordance with the Town of Fox Creek Procedural Bylaw or as otherwise outlined in its Terms of Reference.

7. CODE OF CONDUCT

- 7.1 Committees established under this policy will govern themselves in accordance with the current Town of Fox Creek Code of Conduct Bylaw.

8. AUTHORITY

- 8.1 Committees shall be considered as advisory only, unless granted specific authority by resolution of Council or as stipulated in the Committee Schedule.
- 8.2 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.
- 8.3 Committees shall meet in public unless the nature of the issue being discussed

requires the Committee to go into Closed Session.

- 8.4 All recommendations to Council shall be made by resolution in the public portion of the meeting.

9. AD HOC COMMITTEES

- 9.1 Ad Hoc Committees may be formed at the discretion 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. Council has the sole authority to accept or reject the advice and/or recommendations from Ad Hoc Committees.
- 9.2 Each Ad Hoc Committee shall have a representative from a Standing Council Committee or Council member. That member shall be responsible for coordinating the communication between the Ad Hoc Committee and Standing Committee or Council.

10. ADVERTISING

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

11. RECEIVING BODY

- 11.1 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 their delegate. The Chief Administrative Officer or their delegate shall present their comments on the recommendations along with the recommendations from the Committee.

12. TRAINING

- 12.1 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.

13. REFERENCE

- 13.1 Internal Committees:
- a. Assessment Review Board
 - b. Community Enhancement Committee
 - c. Culture and Recreation Board
 - d. Emergency Management Committee
 - e. Joint Economic Development and Tourism Board
 - f. Legacy Scholarship Committee
 - g. Municipal Planning Committee

h. Subdivision and Development Appeal Board

13.2 External Committees:

- a. Alberta C.A.R.E Committee
- b. Business Support Network
- c. Chamber of Commerce
- d. Community Futures Yellowhead East
- e. Fox Creek Synergy Group
- f. Greenview Waste Management Commission
- g. Golden Triangle Board
- h. Heart River Foundation
- i. Millar Western Advisory Committee
- j. Municipal Library Board
- k. Peace Library Board

13.3 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.

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

14. APPROVAL

This Council Committee Policy is hereby accepted on this 19 day of October 2020.



Jim Hailes
Mayor



Kristen Milne
Chief Administrative Officer

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SCHEDULE A: ASSESSMENT REVIEW BOARD

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 MEETING FREQUENCY

- 2.1 As required – Date and locations to be determined

3 MEMBERSHIP

- 3.1 The Board's membership consists of:
 - 3.1.1 Two (2) representatives from Town of Fox Creek Council
 - 3.1.2 Members of the public wishing to serve on the Board
- 3.2 Town Council appoints Council and Public representatives by resolution.
- 3.3 The Development Officer provides administrative support and advice.

4 COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 4.1 To ensure decisions of the Board are consistent with the Town's goals.
- 4.2 To report actions of the Board to Town Council.

5 REPORTING

- 5.1 Reports are made to Council via:
 - 5.1.1 Minutes as information items.
 - 5.1.2 During the budget process.
 - 5.1.3 Attendance by the Chair, or other Board representatives in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Board to Town Council.
 - 5.1.4 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE B: COMMUNITY ENHANCEMENT COMMITTEE

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

- 1.1 To address the long-term concerns relative to the aesthetic and physical appearance of Downtown Fox Creek and aspects of the Highway 43 corridor as well as make recommendations, including suggested courses of action, to Town of Fox Creek Council in response to the mandate.

2 COMMITTEE ROLES

- 2.1 Determine and recommend for approval by Council, the geographic area that will be focused upon for the purpose of the general plan.
- 2.2 Make recommendations to Council regarding general plans, findings, concepts, and associated revitalization matters.
- 2.3 Engage other members of the business community, public, or stakeholders where practical to help solicit input regarding proposed recommendations that may be advanced to Council.
- 2.4 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.
- 2.5 Make recommendations as to where emphasis and priorities may lie relative to revitalization in the Downtown and along aspects of the Highway 43 corridor in Fox Creek.
- 2.6 Inform the consulting team of history, issues, and opportunities relative to revitalization matters in the Downtown and along aspects of the Highway 43 corridor.

3 MEETING FREQUENCY

- 3.1 As required, date and location to be determined.

4 MEMBERSHIP

- 4.1 The Committee consists of:
 - 4.1.1 Two (2) Town of Fox Creek Council representatives
 - 4.1.2 Two (2) Members-at-Large from the Fox Creek Downtown Commercial/Industrial Area
 - 4.1.3 Three (3) Members-at-Large from the public
- 4.2 The Economic Development Officer and Development Officer will provide administrative support to the Committee and act as the Recording Secretary.

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 5.1 To identify the needs and wants of all representation.
- 5.2 To report actions of the Committee to Town Council.

6 REPORTING

- 6.1 Reports are made to the Town of Fox Creek Council via:
 - 6.1.1 Minutes as information items.
 - 6.1.2 During the budget process.
 - 6.1.3 Attendance by the Chair, or another Committee representative in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Committee to Town Council.
 - 6.1.4 Council representatives' reports during the "Council Business Report" item at Regular Meetings of Council.

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SCHEDULE C: CULTURE AND RECREATION BOARD

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 COMMITTEE ROLES

- 2.1 To make recommendations to the Town of Fox Creek Council for the formation of policies, rules, and regulations concerning:
 - 2.1.1 Community issues that enhance, strengthen, and stabilize family and community life.
 - 2.1.2 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.
 - 2.1.3 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.
 - 2.1.4 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.
 - 2.1.5 Duties and responsibilities of staff.
- 2.2 The Chair and Vice Chair shall make presentations on behalf of the Board to Town Council. Upon unavailability of the Chair or Vice Chair, another member of the Board may be designated.
- 2.3 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.
- 2.4 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.

- 2.5 To recommend to Town Council an annual budget of estimated Community Service revenues and expenditures.
- 2.6 To complete annual reports of the Board's activities for submission to Town Council.
- 2.7 Develop, recommend to Council, and implement corporate sponsorship and fundraising plans for recreation facilities in the Town of Fox Creek.
- 2.8 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, fun runs, etc.
- 2.9 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.

3 MEETING FREQUENCY

- 3.1 Quarterly, at a minimum, in preparation for seasonal changes for Community Advertising requirements. Dates and location to be determined.

4 MEMBERSHIP

- 4.1 The Board consists of eight (8) members:
 - 4.1.1 Two (2) Town of Fox Creek Council representatives.
 - 4.1.2 One (1) MD of Greenview representative: Member-at-Large
 - 4.1.3 Five (5) members of the public
 - 4.1.3.1 Shall be residents of the Town of Fox Creek or the agreement area of the Municipal District of Greenview; however, at no time shall the number of members from the MD of Greenview area exceed the number of members from the town.
 - 4.1.3.2 Three-year (3) terms that rotate in such a manner to ensure that no more than one-third of Board members change in any one year.
- 4.2 Town Council appoints Council and public representatives by resolution.
- 4.3 The Director of Parks and Recreation, and the Director of Community Services offer administrative support, provide research and advice, and makes recommendations to the board.
- 4.4 A Municipal Clerk acts as a recording secretary to the Board.

5 COUNCIL REPRESENTATIVES RESPONSIBILITIES

- 5.1 To ensure decisions of the Board are consistent with the Town's goals.
- 5.2 To report actions of the Board to Town Council.

6 REPORTING

- 6.1 Reports are made to the Town of Fox Creek Council via:
 - 6.1.1 Minutes as information items.
 - 6.1.2 During the budget process.
 - 6.1.3 Attendance by the Chair, or another Board representative in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Board to Town Council.
 - 6.1.4 Council representatives' reports during the "Council Business Report" item at the Regular Meeting of Council.

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SCHEDULE D: EMERGENCY MANAGEMENT COMMITTEE

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 COMMITTEE ROLES

- 2.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis.
- 2.2 Advise Council on the status of Municipal Emergency Plan and related plans and programs at least once a year.
- 2.3 May recommend to Council the appointment of a Director of Emergency Management and Deputy Director of Emergency Management.

3 MEETING FREQUENCY

- 3.1 As required, a minimum of once per year – Date and locations to be determined

4 MEMBERSHIP

- 4.1 The Committee's membership consists of:
 - 4.1.1 Two (2) representatives from Town of Fox Creek Council
- 4.2 The Director of Emergency Management offers administrative support to the Committee and assists in making recommendations to Town Council.

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 5.1 To report actions of the Board to Town Council.

6 REPORTING

- 6.1 Reports are made to Council via:
 - 6.1.1 Minutes as information items.
 - 6.1.2 During the budget process.
 - 6.1.3 Attendance by the Chair, or other Board representatives in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Board to Town Council.
 - 6.1.4 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE E: JOINT ECONOMIC DEVELOPMENT AND TOURISM BOARD

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 COMMITTEE ROLES

- 2.1 Provide input, feedback, and advice on the strategies in the Economic Development Business Plan.
- 2.2 Provide advice and comment on recommendations that the Economic Development Officer may take forward to Council.
- 2.3 Recommend additional strategies, ideas and solutions related to Economic Development and Tourism goals.
- 2.4 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.
- ~~2.5 Focus on non-residential issues in the Town of Fox Creek and immediate surrounding area.~~

3 MEETING FREQUENCY

- 3.1 Monthly at the Town Administration Office. Additional meetings in the form of Special Meetings may be called when required.

4 MEMBERSHIP

- 4.1 The Board's membership consists of:
 - 4.1.1 Two (2) representatives from Town of Fox Creek Council
 - 4.1.2 Two (2) representatives from the Municipal District of Greenview Council
 - 4.1.3 One (1) Board Member from the Chamber of Commerce

- 4.1.4 One (1) Member representing the Forestry Sector
- 4.1.5 One (1) Member representing the Retail Sector
- 4.1.6 One (1) Member representing the Hotel and/or Restaurant Sector
- 4.1.7 One (1) Member representing Education
- 4.1.8 Two (2) Members representing Industry (may be from the surrounding area)
- 4.1.9 Two (2) Members-at-Large from the public. Must reside in the Town of Fox Creek.
- 4.2 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.
- 4.3 The Chief Administrative Officers from both the Town of Fox Creek and the Municipal District of Greenview will attend meetings at their discretion.

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 5.1 To report actions of the Board to Town Council.

6 REPORTING

- 6.1 Reports are made to Council via:
 - 6.1.1 Minutes as information items.
 - 6.1.2 During the budget process.
 - 6.1.3 Attendance by the Chair, or other Board representatives in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Board to Town Council.
 - 6.1.4 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE F: LEGACY SCHOLARSHIP COMMITTEE

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

1.1 To advise Council on the successful applicant of the Legacy Scholarship.

2 COMMITTEE ROLES

2.1 Review all applications from the graduating high school students who exemplify the qualities of good citizenship within the Fox Creek School and in the Community.

3 MEETING FREQUENCY

3.1 As required, a minimum of once per year – Date and locations to be determined

4 MEMBERSHIP

4.1 The Committee's membership consists of:

4.1.1 Two (2) representatives from Town of Fox Creek Council

4.1.2 Two (2) representatives of the Fox Creek School

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

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

5.1 To report actions of the Committee to Town Council.

6 REPORTING

6.1 Reports are made to Council via:

6.1.1 Minutes as information items.

6.1.2 During the budget process.

6.1.3 Attendance by the Chair, or other Board representatives in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the Board to Town Council.

6.1.4 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE G: MUNICIPAL PLANNING COMMISSION (MPC)

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 COMMITTEE ROLES

- 2.1 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 Land Use Bylaw.
- 2.2 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.
- 2.3 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.
- 2.4 Make recommendations to Council on general planning matters and Land Use Bylaw amendments.

3 MEETING FREQUENCY

- 3.1 As required – meetings are to be held at the Town Administration Office.

4 MEMBERSHIP

- 4.1 The Committee's membership consists of:
 - 4.1.1 Two (2) representatives from Town of Fox Creek Council
 - 4.1.2 Three (3) representatives of the public.
- 4.2 Public and Council Members are appointed by Council resolution for a four (4) year term that coincides with the General Municipal Elections.
- 4.3 No person who is a member of the Subdivision and Development Appeal Board can act as a member of the Municipal Planning Commission.
- 4.4 The Town of Fox Creek Development Officer will offer administrative support.

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

5.1 To report actions of the Committee to Town Council.

6 REPORTING

6.1 Reports are made to Council via:

6.1.1 Minutes as information items.

6.1.2 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE H: SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)

AS ESTABLISHED BY RESOLUTION

1 COMMITTEE OBJECTIVE

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

2 COMMITTEE ROLES

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

3 MEETING FREQUENCY

- 3.1 As required – meetings to be held at the Town Administration Office.

4 MEMBERSHIP

- 4.1 The Committee's membership consists of:
 - 4.1.1 Two (2) representatives from Town of Fox Creek Council
 - 4.1.2 Three (3) representatives of the public
- 4.2 Public and Council Members are appointed by Council resolution for a four (4) year term that coincides with the General Municipal Elections.
- 4.3 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.
- 4.4 The Subdivision and Development Appeal Board Clerk will offer administrative support.

5 COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 5.1 To report actions of the Board to Town Council.
- 5.2 To ensure decisions of the Board are consistent with the Town's goals.

6 REPORTING

- 6.1 Reports are made to Council via:
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 - 6.1.2 Council Representatives' reports during the "Council Business Reports" item at Regular Meetings of Council.