

TITLE: Council Committees

POLICY No: PO79-2020-A03

EFFECTIVE DATE: October 17, 2022

AUTHORITY: Council

DEPARTMENT: Administration

SUPERSEDES POLICY No: PO68-2018

REVIEW DATE: October 31, 2025



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 necessary.
- 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 "Chief Administrative Officer" shall mean the individual appointed by Council to serve as the administrative head of the Town of Fox Creek or their designate.
- 2.4 "Code of Conduct" shall mean the Town of Fox Creek Code of Conduct Bylaw, which established the conduct governing Councillors and Member of Council Committees.
- 2.5 "Committee" shall mean either a Standing or Ad Hoc Committee.
- 2.6 "Member" shall mean a person appointed to a Committee and includes whether a Councillor or Member-at-Large.
- 2.7 "Member-at-Large" shall mean a person appointed to a Committee who is a member of the public and not a Councillor.
- 2.8 "Standing Committee" shall mean a Committee established without a timeline of dissolution.
- 2.9 "Subcommittee" shall mean a subcommittee established to assist with the duties of a Committee.
- 2.10 "Town" shall mean the Town of Fox Creek.
- 2.11 "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 purposes 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 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 application to Council for 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. Develop committee schedules for all Council Committees.
- e. The Chief Administrative Officer will designate relevant personnel to attend specific Council Committees to act as Administrative Support.
- f. Provide Council recommendations of Council Committees that 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.
- g. 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.
- d. Coordinate the use of Council Chambers or committee rooms.

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: to be set by Council, and to be used on all correspondence by the committee.
 - b. Purpose of the Committee: will show as a statement of the works to be undertaken by the committee.
 - c. Membership: appointments shall be for a term of Four 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 organizations 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 of 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. Culture and Recreation Board
- c. Emergency Management Committee
- d. Fox Creek Greenview Multiplex Board
- e. Intermunicipal Collaboration Framework Committee
- f. Joint Economic Development and Tourism Board
- g. Legacy Scholarship Committee
- h. Municipal Planning Commission
- i. Subdivision and Development Appeal Board

13.2 External Committees

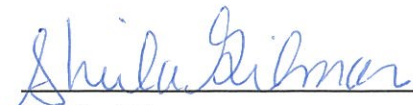
- a. Alberta C.A.R.E Committee
- b. Business Support Network
- c. Chamber of Commerce
- d. Community Futures Yellowhead East
- e. Fox Creek Community Education Committee
- f. Fox Creek Synergy Group
- g. Greenview Waste Management Commission
- h. Golden Triangle Board
- i. Heart River Foundation
- j. Municipal Library Board
- k. Peace Airshed Zone Association
- l. Peace Library Board
- m. Reside Selection Committee for Rural Health Professions Action Plan
- n. Whitecourt Regional Forest Advisory Committee

- 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 agency.

14. APPROVAL

- 14.1 The Council Committee Policy is hereby accepted on this 17th day of October 2022.



Sheila Gilmour
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 the 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 Representative's reports during the "Council Business Reports" item at Regular Meetings of Council.

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SCHEDULE B: 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 solely by the Town of Fox Creek (does not include the Fox Creek Greenview Multiplex), or 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.
- 2.2 The Chair and Vice Chair shall make presentations on behalf of the Board to the 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 and 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 complete annual reports of the Board's activities for submission to Town Council.
 - 2.6 Develop, recommend to Council, and implement corporate sponsorship and fundraising plans for recreation facilities in the Town of Fox Creek.
 - 2.7 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.
 - 2.8 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. 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) Municipal District of Greenview representative: Member-at-Large
 - 4.1.3 Three (3) representatives: Members-at-Large
 - 4.2 Town Council appoints Council and public representatives by resolution. Members-at-Large shall be appointed on a 2-year term.
 - 4.3 The Director of Parks and Recreation and the Director of Community Services offer administrative support, provide research and advice, and make 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 C: 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 Management Plan and related plans and programs on a regular basis.
- 2.2 Advise Council on the status of the 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 A 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 Emergency Management Coordinator 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 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: FOX CREEK GREENVIEW MULTIPLEX BOARD

AS ESTABLISHED BY AGREEMENT

1. COMMITTEE OBJECTIVE

- 1.1 The Fox Creek Greenview Multiplex Board will act as the governing board on all matters pertaining to the operations, maintenance and functions associated with the Fox Creek Greenview Multiplex.

2. COMMITTEE ROLES

- 2.1 The Fox Creek Greenview Multiplex Board shall recommend to Greenview and the Town of Fox Creek Councils an annual capital and operational budget.
- 2.2 The Fox Creek Greenview Multiplex Board shall establish and review any policies regarding operations, maintenance, and functionality of the Fox Creek Greenview Multiplex, in accordance with the philosophies established by Greenview and the Town of Fox Creek Councils.
- 2.3 The Fox Creek Greenview Multiplex Board shall not be involved in the day-to-day operations of the Facility and shall not be responsible for delivery of projects or programs related to the Facility.

3. MEETING FREQUENCY

- 3.1 As required – a minimum of once per quarter.
- 3.2 Fox Creek Greenview Multiplex Board Meetings shall be held at the call of the board chairman.

4. MEMBERSHIP

The Fox Creek Greenview Multiplex Board shall consist of seven (7) voting members:

- 4.1 Two (2) elected officials from Greenview Council
- 4.2 Two (2) elected officials from the Town of Fox Creek Council
- 4.3 Three (3) members-at-large with two (2) members appointed by Greenview and one (1) member appointed by the Town of Fox Creek.

- 4.4 Non-voting members may consist of the Chief Administrative Officers or their appointed designates from the respective municipalities as well as the appointed Multiplex Facility Manager/Director.
- 4.5 The respective municipalities shall appoint an alternate elected official as a board member.
- 4.6 The quorum of the Fox Creek Greenview Multiplex Board shall consist of four (4) members with a minimum of one (1) elected official from each municipality.
- 4.7 Voting members shall be appointed at the respective municipality's organizational meetings.

5. COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 5.1 To report actions of the Board to Town Council

6. REPORTING

- 6.1 Minutes of the Fox Creek Greenview Multiplex Board meetings shall be recorded and submitted to the respective municipalities in a timely manner.
- 6.2 The Fox Creek Greenview Multiplex Facility Board shall provide an annual facility activity report to the respective municipalities.

Greenview and the Town of Fox Creek Councils may amend the Terms of Reference as required.

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SCHEDULE E: JOINT ECONOMIC DEVELOPMENT AND TOURISM BOARD TERMS OF REFERENCE

1. COMMITTEE OBJECTIVE

To support, enhance, and promote business, economic activity, and tourism within the Town of Fox Creek and the surrounding area, as well as to provide strategic advice and recommendations to both the Town of Fox Creek and the MD of Greenview Councils that will facilitate and promote balanced, sustainable, and long-term growth for the benefit of the community and its residents.

2. COMMITTEE ROLE

- 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. Develop a unified vision with goal setting/action items for endorsement by Council
- 2.6. Seek out and identify opportunities to help the Town achieve economic sustainability
- 2.7. Promote sustainable community economic development and tourism activities in the Town including marketing of the community

3. MEETING FREQUENCY

- 3.1. Meetings will be held monthly in the location of the Board's choosing.
- 3.2. Additional meetings in the form of Special Meetings may be called when required.
- 3.3. Meetings may be cancelled at the call of the Chair.
- 3.4. Meetings may also be cancelled by the Chair if there are insufficient agenda items requiring consideration with regard to the workplan.

- 3.5. The Board may choose not to hold meetings during the summer months (July/August).
- 3.6. After the Board has established its annual meeting schedule, including time, date, and place, notice of the schedule must be given by:
 - 3.6.1. Providing a copy of the schedule to each member of the Board
 - 3.6.2. Posting a copy of the schedule on the municipality's website

4. MEMBERSHIP

- 4.1. The Board's membership [may] consist of up to:
 - 4.1.1. Two representatives from Town of Fox Creek Council
 - 4.1.2. Two representatives from the MD of Greenview Council
 - 4.1.3. One Board member from the Chamber of Commerce
 - 4.1.4. One member representing the Forestry Sector
 - 4.1.5. One member representing the Retail Sector
 - 4.1.6. One member representing the Hotel and/or Restaurant Sector
 - 4.1.7. One member representing Education
 - 4.1.8. Two members representing Industry
 - 4.1.9. One member representing Recreation
 - 4.1.10. Two members at large
- 4.2. The Town of Fox Creek and MD of Greenview Economic Development Officers will act as advisory positions on the board, as well as act as the Recording Secretary.
- 4.3. The CAO from both the Town of Fox Creek and the MD of Greenview will attend meetings at their discretion
- 4.4. Members of the Board will be appointed by Town of Fox Creek Council, and notice provided to the MD of Greenview Council as information at their subsequent Regular Meeting
- 4.5. In order to maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two consecutive meetings without good cause.
- 4.6. Resignation of a member during the term must be given in writing to the Town of Fox Creek Council, and notice provided to the MD of Greenview Council as information at their subsequent Regular Meeting
- 4.7. Appointments to the Board shall run concurrent with the terms of the Councils
- 4.8. The Economic Development Officers will review and consider whether to undertake a recruitment campaign to backfill a vacancy however at no point with the membership of the committee be less than five (5) members.

5. BOARD CHAIR RESPONSIBILITIES

- 5.1. The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the Board in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.
- 5.2. The Chair shall be responsible for conducting the meeting in accordance with the relevant Town Bylaws and policies and will facilitate the discussion at

each meeting pursuant to the published meeting agenda and the committee's mandate

- 5.3. The Chair is responsible for ensuring the smooth and effective operation of the Board and its' role. This will include responsibility for:
 - 5.3.1. Calling meetings to order
 - 5.3.2. Encouraging an informal atmosphere to encourage the exchange of ideas
 - 5.3.3. Creating an agenda in consultation with the recording secretary
 - 5.3.4. Chairing the meeting to ensure business is carried out efficiently and effectively
 - 5.3.5. Acting as a spokesperson
 - 5.3.6. The Chair shall conduct meetings in accordance with the Town's Procedural Bylaw

6. VICE-CHAIR RESPONSIBILITIES

- 6.1. The Vice-Chair acts in the Chairs absence and assumes the roles and responsibilities of the Chair.

7. MEMBER RESPONSIBILITIES

- 7.1. Membership on the Board is a position of responsibility and requires commitment to the Terms of Reference. Board members are required to:
 - 7.1.1. Attend all regularly scheduled meetings. Members shall notify the Chair, or the Economic Development Officer if they are unable to attend a meeting.
 - 7.1.2. Adhere to the provisions set in the Policy for Council Committees. If a member has an unexplained absence of more than two consecutive meetings, then their seat on the Board shall be declared vacant.
 - 7.1.3. Review all information supplied to them
 - 7.1.4. Prepare information for use in the development of materials for the Board
 - 7.1.5. Promote the role of the Board and its decisions made

8. ECONOMIC DEVELOPMENT OFFICER RESPONSIBILITIES

- 8.1. The Economic Development Officers will be responsible for carrying out the following functions with respect to the Board:
 - 8.1.1. Act as an information resource
 - 8.1.2. Orientation of the Board members at the first meeting after Council appointment
 - 8.1.3. Assist the Board in its reporting to Council
 - 8.1.4. Provide correspondence to the Board
 - 8.1.5. Responsible for performing the role of Recording Secretary

9. RECORDING SECRETARY RESPONSIBILITIES

- 9.1. The Recording Secretary is responsible for ensuring a complete and up-to-date record for the Board.
- 9.2. Liaising with the Chair to arrange a date, time, and venue for the meetings
- 9.3. Liaise with the chair to set agendas and circulate agendas to the members at least two business days prior to the meeting
- 9.4. Circulate draft minutes to the members
- 9.5. Keep a complete up-to-date record of Board minutes

10. COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 10.1. To report actions of the Board to their respective Councils

11. GOVERNANCE

- 11.1. The Board shall be governed by applicable law including the Town's Procedural Bylaw, the Municipal Government Act, and Freedom of Information and Protection of Privacy Act.
- 11.2. A chairperson and vice-chairperson shall be appointed from membership for a term of one year
- 11.3. Recommendations to Council shall be in writing via motion and prepared in advance with a supported report from the Economic Development Officer
- 11.4. The calculation of quorum to conduct business of the Joint Economic Development and Tourism board is a simple majority of members in good standing.

12. CODE OF CONDUCT

- 12.1. Where not otherwise specified in these Terms of Reference, conduct and procedures of the Committee will be governed by the relevant sections of the Town's Procedural Bylaw and Code of Conduct

13. REPORTING

- 13.1. Reports are made to the Town and MD Councils via:
 - 13.1.1. Minutes as information items
 - 13.1.2. During the budget process
 - 13.1.3. 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
 - 13.1.4. Council representatives' reports during the "Council Business Reports" item at a Regular Meeting of Council



14. APPROVAL

Sheila Gilmour
Mayor of the Town of Fox Creek

Tyler Olsen
Reeve of the MD of Greenview

Date

Date



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SCHEDULE F: INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE

AS ESTABLISHED BY AGREEMENT

1. COMMITTEE OBJECTIVE

- 1.1 The Intermunicipal Collaboration Framework Committee will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

2. MEETING FREQUENCY

- 2.1 As required. Dates and location to be determined.
2.2 Either party may trigger the requirement for the Committee to hold a meeting upon giving at least thirty (30) days notice. Meeting requests shall be directed by the CAO for the respective municipality.

3. MEMBERSHIP

The Intermunicipal Collaboration Framework Board shall consist of four (4) voting members:

- 3.1 Two (2) elected officials from Greenview Council
3.2 Two (2) elected officials from the Town of Fox Creek Council
3.3 The CAO's will be responsible to develop agendas and recommendations on all matters.
3.4 The CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.

4. COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 4.1 To act as voting members of the Board.

5. REPORTING

- 5.1 Minutes of the Intermunicipal Collaboration Framework Board meetings shall be recorded and submitted to the respective municipalities in a timely manner.

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SCHEDULE G: 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 location to be determined.

4. MEMBERSHIP

The Committee's membership consists of:

- 4.1 Two (2) representatives from the Town of Fox Creek Council
4.2 Two (2) representatives from Fox Creek School
4.3 The Chief Administrative Officer or their designate will provide administrative support to the committee.

5. COUNCIL REPRESENTATIVE RESPONSIBILITIES

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

6. REPORTING

Reports are made to Council via:

- 6.1 Minutes as information items.
6.2 During the budget process.
6.3 Council Representatives' reports during the "Council Business" item at Regular Meetings of Council.

TITLE: Council Committees
 POLICY No: PO79-2020-A03
 EFFECTIVE DATE: October 17, 2022
 AUTHORITY: Council
 DEPARTMENT: Administration
 SUPERSEDES POLICY No: PO68-2018
 REVIEW DATE: October 31, 2025



SCHEDULE H: MUNICIPAL PLANNING COMMITTEE (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 orderly planning 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 by 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

The Committee's membership consists of:

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

5. COUNCIL REPRESENTATIVES RESPONSIBILITIES

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

6. REPORTING

Reports are made to Council via:

- 6.1 Minutes as information items.
- 6.2 Council Representatives' reports during the "Council Business" item at Regular Meetings of Council.

TITLE: Council Committees
 POLICY No: PO79-2020-A03
 EFFECTIVE DATE: October 17, 2022
 AUTHORITY: Council
 DEPARTMENT: Administration
 SUPERSEDES POLICY No: PO68-2018
 REVIEW DATE: October 31, 2025



SCHEDULE I: SUBDIVISION DEVELOPMENT AND APPEAL BOARD

AS ESTABLISHED BY RESOLUTION

1. COMMITTEE OBJECTIVE

- 1.1 To make decisions on appeals of subdivision or development decisions 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

The Committee's membership consists of:

- 4.1 Two (2) representatives from the Town of fox Creek Council
- 4.2 Three (3) representatives of the Public
- 4.3 Public and Council Members are appointed by Council resolution for a four (4) year term that coincides with the General Municipal Elections.
- 4.4 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.
- 4.5 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

Reports are made to Council via:

- 6.1 Minutes as information items.
- 6.2 Council Representatives' reports during the "Council Business" item at Regular Meetings of Council.