

TOWN OF PINCHER CREEK

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COUNCIL APPOINTED BOARDS, COMMISSIONS & COMMITTEES		
Policy Statement		

The Town of Pincher Creek will provide guidelines for the appointment, autonomy and reporting of Boards, Commissions and Committees to Council.

1. DEFINITIONS

- 1.1 Committee means a group of individuals charged with a duty to advise or act on a matter, and includes Boards, Commissions, Committees, Sub-Committees and other groups.
- 1.2 Council means the Council of the Town of Pincher Creek, in the Province of Alberta
- 1.3 Director means all Director level management positions, being those reporting directly to the CAO.
- 1.4 Quorum means an attendance of not less than two-thirds of the total membership of the Committee.
- 1.5 Representative means a person appointed to a Committee by Council.
- 1.6 Designee means a member of Council who will sit as the representative of a Council committee in the absence of and when requested by the appointed representative.
- 1.7 Sub-Committee means a grouping of individuals for the purpose of accomplishing a definite objective over a stated period of time within the terms of reference supplied
- 1.8 Task Force means a temporary grouping of Committee members set up for the purpose of accomplishing a definite task.

2. RESPONSIBILITY

2.1 Council to:

- 2.1.1. Appoint Committees and Sub-Committees when required.
- 2.1.2. Approve terms of reference for any Committee or sub-Committee.
- 2.1.3. Appoint Representatives to Committees.
- 2.1.4. Review the membership on Committees and may, for any reason it considers proper, and where provided for in this Policy or the governing By-Laws, revoke the appointment of a member of a Committee.

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- 2.1.5. Amend the governing By-laws and policy from time-to-time as may be required.
- 2.1.6. Receive and review, accept or decline, the resignation of a Representative.

2.2 Chairman of a Committee to:

- 2.2.1 Call a meeting of the Committee as required.
- 2.2.2 Co-ordinate the duties of the Committee
- 2.2.3 Book the Council Chambers or the Committee Room for each meeting through the Administration.
- 2.2.4 Preparation of minutes in accordance with the standards set by the Town Director of Corporate Services.
- 2.2.5 Provide for the orientation of new members of the Committee
- 2.2.6 Review applications submitted to fill vacancies on their Committee and to provide recommendations to Council through the Director of Corporate Services.

2.3 Director of Corporate Services to:

- 2.3.1 Receive and present applications to Council for appointments on Committee
- 2.3.2 Annually review memberships or Boards to ascertain the names of all members whose term will be expiring within the current year and advise Council.
- 2.3.3 Advertise for applicants to fill vacancies on Committees.
- 2.3.4 Co-ordinate the use of the Council Chambers or the Committee Room.
- 2.3.5 Prepare and distribute minutes.
- 2.3.6 Maintain an attendance record for all Committees.
- 2.3.7 Remove terms of reference for any Committee that has completed its purpose.

2.4 Members of Committees to:

- 2.4.1 Analyze, determine and recommend or act upon a matter within the terms of reference of the Committee.
- 2.4.2 Regularly attend Committee meetings and to fully participate in presenting motions, debate and voting.
- 2.4.3 Annually appoint a Chairman, by secret ballot, by majority vote from the membership of the Committee.
- 2.4.4 Define and pass the terms of reference for sub-Committees, prior to submissions to Council for approval.

3.0 Legislation

- 3.1 This Policy shall apply to all Committees except where a particular requirement of any Act, By-law or Agreement conflicts with this Policy then that Act, By-law or Agreement shall apply.

4.0 Terms of Reference

- 4.1 Under direction of Council, the Director of Corporate Services shall prepare a terms of reference for each existing Committee.
- 4.2 The terms of reference shall be in place before any Committee is formed.
- 4.3 The Terms of Reference shall include the following:
 - 4.3.1 Name of the Committee, as set by Council, and to be used on all correspondence by the Committee
 - 4.3.2 Purpose of the Committee shown as a statement of the work to be undertaken by the Committee.
 - 4.3.3 Membership, appointments shall be as set out in the terms of reference, ending on December 31st of each year, unless otherwise stated. Terms of reference shall show membership by source (i.e. Council, Public, etc.) and term.

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- 4.3.4 Frequency of Meetings – a statement of the frequency of regular meetings.
- 4.3.5 Authority – a statement of the authority granted to the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.

5.0 Meetings

- 5.1 Each Committee shall submit in January of each year a schedule of regular meetings for that year to the Director of Corporate Services. An overall schedule shall be prepared by the Director of Corporate Services and circulated to Council, staff and all Committees.
- 5.2 Frequency of meetings shall be not less than stated in the terms of reference. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacations.
- 5.3 Chairman may call additional meetings as required.
- 5.4 All agendas are to be prepared and circulated in advance of a meeting being held and members of the Committee shall be given sufficient time to be familiar with the agenda material, except in the case of a special meeting being called.
- 5.5 A quorum is required to hold a formal meeting.
- 5.6 All meeting are to be recorded in accordance with standards by the director of Corporate Services.
- 5.7 All meetings will be held in accordance with Roberts Rules of Order for small organizations as amended where not otherwise stated by this policy.
- 5.8 Motions do not require a seconder, cannot be made by the Chairman, are passed by a simple majority, and a Vote will be recorded only as Carried or Defeated unless otherwise requested by a member of the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.
- 5.9 A record of attendance shall be maintained by the Director of Corporate Service based on approved minutes.
- 5.10 An excused absence occurs if a member is absent from the Town of Pincher Creek for any reason or is under the care of a doctor.
- 5.11 If a Committee member misses three consecutive regular meetings or attends infrequently, then the Committee may recommend to Council, by resolution the action the Committee would like Council to pursue.

6.0 Authority

- 6.1 Committees shall be considered as advisory only, unless granted specific authority.
- 6.2 Committees having authority to spend Town funds shall have a specific budget and spending limits approved by Council. Such budget will be prepared by the Committee and presented to the Director of Finance before September 1st of each year.
- 6.3 Committees have the authority to form their own Task Forces.
- 6.4 Committees may be granted the authority to propose the formation of a Sub-Committee to Council.
- 6.5 All contracts or Agreements require approval by Council prior to signing, unless otherwise granted.
- 6.6 Sub-Committees shall be advisory only.

7.0 Resources

- 7.1 The CAO shall designate a Director responsible to support the operations of a Committee.
- 7.2 Where there is no specific budget, all spending will be approved by the Director responsible, within overall budget limitations.
- 7.3 Physical Resources:

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- 7.3.1 All office supplies required for the operations of the Committee will be provided through the Director responsible.
- 7.3.2 The Chairman of the Committee will be responsible for booking the Council Chambers, or the Conference Room, through the Administration.
- 7.3.3 Each user of the Council Chambers or Conference Room will be required to return the room to its normal condition.

7.4 Personnel Resources:

- 7.4.1 Staff will be available through the CAO for regular meetings of Committee's and for additional or Sub-Committee meetings.

8.0 Sub-Committees

- 8.1 A Sub-Committee shall be proposed by resolution of the Committee, where they are authorized to do so, and shall be subject to the approval of Council following review of availability of volunteer and staff resources, and the priorities of the organization.
- 8.2 The Terms of Reference shall be approved prior to the formation of any Sub-Committee.
- 8.3 Each Sub-Committee shall have as one of its members a member of the Committee, and that member shall be responsible for co-ordinating the communication between the Sub-Committee and Committee.

9.0 Task Force

- 9.1 A Committee does not require approval of Council to form a Task Force, but the terms of reference shall be approved by resolution of the Committee prior to the formation of the Task Force.

10.0 End of Policy