

1.0 PURPOSE

The purpose of this policy is to structure rules and regulations around Council appointed boards and committees.

2.0 POLICY STATEMENT

The Town of Irricana will provide guidelines for the appointment, autonomy and reports of Boards and Committees of Council.

3.0 DEFINITIONS

- 3.1 “Committee” means a group of individuals charged with a duty to advise or act on a matter and includes Boards, Committees and other groups formed by the Council of the Town of Irricana.
- 3.2 “Council” means the Council of the Town of Irricana, in the Province of Alberta.
- 3.3 “Director” means all Director level management positions including the Chief Administrative Officer and Supervisor of Operations.
- 3.4 “Representative” means a person appointed to the Committee by Council.

4.0 RESPONSIBILITY

- 4.1 Council will:
 - a) Appoint Committees when required;
 - b) Approve Terms of Reference for any Committee or bylaw, as determined by Council;
 - c) Appoint Representatives to Committees;
 - d) Review the membership on Committees and may for any reason it consider, proper, where provided in this Policy or governing bylaws, revoke the appointment of a member of a Committee and appoint a successor to fill the vacancy;
 - e) Amend the governing bylaws from time to time as may be required.
- 4.2 The Chairperson of a Committee will:
 - a) Call a meeting of a Committee as required;
 - b) Coordinate the duties of the Committee;

- c) Book the Council Chambers or other appropriate meeting room for each meeting through the Secretary;
 - d) Provide for the orientation of new members of the Committee;
 - e) Provide recommendations to Council through the Chief Administrative Officer.
- 4.3 The Chief Administrative Officer will:
- a) Receive and present applications to Council for appointments on Committees;
 - b) On an annual basis, review memberships on Boards to ascertain the names of all members whose terms will be expiring within the current year and advise Council;
 - c) Advertise for applicants to fill vacancies on Committees.
- 4.4 The Board/Committee Secretary will:
- a) Coordinate the use of Council Chambers;
 - b) Prepare and distribute minutes in accordance with the agenda package;
 - c) Maintain an attendance record for all Committees;
 - d) Provide policies/terms of reference to Committee members after the organizational meeting.
- 4.5 The Board/Committee Members will:
- a) Analyze, determine and recommend or act upon a matter within their policy/term of reference;
 - b) Regularly attend Committee meetings and fully participate in presenting motions, debate and voting;
 - c) Annually appoint a Chairperson, by majority vote from the membership of that Committee.
- 4.6 The Council Representative(s) will:
- a) Regularly attend Board/Committee meetings as scheduled and fully participate in presenting motions, debate and voting;
 - b) Provide written reports of the meetings to the Council of the Town of Irricana for information.

5.0 LEGISLATION

This policy shall apply to all Committees, except where a particular requirement of any Act, Bylaw or Agreement conflicts with this Policy, and then the Act, Bylaw or Agreement shall apply.

6.0 TERMS OF REFERENCE

- 6.1 Under the direction of Council, the Chief Administrative Officer, shall prepare Terms of Reference/Policy for each existing Committee.
- 6.2 The Terms of Reference shall be placed before any new Committee is formed.
- 6.3 The Terms of Reference shall include the following:
 - a) Name – as set by Council and to be used on all correspondence by that Committee;
 - b) General Purpose – as shown as a statement of the work to be undertaken by the Committee;
 - c) Mandate – the authorization of the Committee, authorized by Council;
 - d) Scope – responsibilities of the Board to be carried out as planned;
 - e) Membership – appointments shall be for a term of one to three years. Members shall not be appointed to a committee/ board wherein their relative, spouse or significant other acts as a Council Appointed member, Council Appointed representative or Secretary of the same committee/ board.
 - f) Functions – will provide the duties and roles of the Board;
 - g) Meetings – a statement of the frequency of regular meetings.

7.0 MEETING PROCEDURES

- 7.1 Each Committee shall submit in October of each year, a schedule of regular meetings for the year to the Chief Administrative Officer. An overall schedule shall be prepared by the Chief Administrative Officer and circulated to Council, staff and all Committees.
- 7.2 Frequency of meetings shall not be less that stated in the Terms of Reference. Meetings may be cancelled by resolution of the Committee if poor attendance is anticipated due to holidays or vacations.
- 7.3 The Chairperson may call additional meetings.
- 7.4 Agendas are to be prepared for every meeting.
- 7.5 A quorum is required to hold a formal meeting.

- 7.6 All meetings are to be recorded as required in the form of minutes.
- 7.7 Minutes of all meetings are to be forwarded to the CAO for inclusion in the "Committee Reports" section of the next available regular council meeting agenda
- 7.8 All meetings are to be held in accordance with the Town of Irricana Bylaw 4:2013 known as the "Procedural Bylaw" if not otherwise stated by the policy. Motions do not require a seconder. Motions are passed by a simple majority and a vote will be recorded as "Carried", "Defeated" or "Tabled", unless otherwise requested by a member of the Committee.
- 7.9 A record of attendance shall be maintained by the Secretary based on approved minutes.
- 7.10 If a Committee member misses three consecutive regular meetings, or attends infrequently, then the Committee may recommend to Council, by resolution, the action that the particular Committee would like Council to pursue.

8.0 AUTHORIZATION

- 8.1 Committees shall be considered as advisory only, unless granted specific authority.
- 8.2 Committees having a requirement to spend Town funds, shall have a specific budget and spending limits approved by Council.
- 8.3 Committees have the authority to form their own working groups.
- 8.4 The authority to propose the formation of a special group or subcommittee must be submitted to Council.
- 8.5 All contacts or agreements require the approval of Council prior to signing, unless otherwise granted by Council.

9.0 RESOURCES

- 9.1 The Chief Administrative Officer may designate a Secretary at his/her discretion responsible to support the operations of a Committee.
- 9.2 Where there is no specific budget, all spending will be approved by the Secretary /Treasurer responsible, within overall Town budget limitations and according to existing policy.
- 9.3 Physical Resources:
 - a) All office supplies required for the operation of the Committee will be provided through the CAO;
 - b) Committees using the Council Chambers or other appropriate meeting room shall be required to return the room to its normal condition.

9.1 Staff may be available through the Chief Administrative Officer for regular meetings of Committees for additional meetings on a monthly basis. Additional support staff requests are subject to the review and approval of the Chief Administrative Officer.

10.0 REFERENCES

10.1 Every Council appointed Board or Committee for the Town of Irricana shall become part of this policy.

10.2 Each individual Board or Committee shall be identified as an Appendix [need to list all town committees] to this policy.

MAYOR: _____
Dennis Tracz

MOTION: 134:17

CHIEF ADMINISTRATIVE OFFICER
Fabian Joseph

DATE: March 20, 2017

REVISIONS: Motion 363:96
Motion 314:04
Motion 208:08
Motion 209:08
Motion 176:13
Motion 214:13
Motion 134:17