



TOWN OF SLAVE LAKE

Council Policy

Department:	Council	Policy No:	CO.LEG-23.1003
Policy Title:	Council Boards and Committees	Issue Date:	11-14-2023

1. POLICY STATEMENT

The Town of Slave Lake will establish and maintain an orderly system for the appointment, guidance, and remuneration of community members appointed to Council Committees/Boards established by Bylaw or Resolution of Council. Councilors are appointed as representatives to committees/boards at the annual organizational meeting of Council (usually in October of each calendar year).

2. POLICY OBJECTIVE

The objective of this policy is to:

- 2.1. Promote a broad representation, involvement, and ownership in community decision making.
- 2.2. Provide a system that will facilitate the efficient and orderly appointment of community members to Council Committees/Boards.
- 2.3. Ensure that members of Council Committees/Boards are aware of the expiry date of their terms of office and given the opportunity to apply for reappointment to a Committee/Board.
- 2.4. Ensure that the environment within which decision making occurs for Council Committees/Boards promotes an open, positive, effective and efficient atmosphere.
- 2.5. Establish a standard set of guidelines for the roles and responsibilities of Council Committees/Boards membership.
- 2.6. Achieve results by developing recommendations and/or carrying out projects within the Committee's established mandate, as assigned by Council from time to time.

- 2.7 Establish a remunerative value or honorarium in recognition for the loss of personal/business time as required

3. DEFINITIONS

3.1. Administration:

Matters and decisions dealing with day-to-day operations involved in implementation of policy through the application of procedure.

3.2. Bylaw:

Shall mean the method by which Council may act pursuant to the Municipal Government Act in establishing a specific Council Committee/Board.

3.3. Community Member:

Shall mean any resident, or non-resident eligible for appointment to any Council Committee/Board as provided for by Council.

3.4. Council Committees/Boards:

Shall mean any Board, Committee or other body, whereby each member is appointed by resolution of Council.

3.5. Council Compensation Committee:

Shall mean the Committee as struck for the purposes of reviewing Council's remuneration levels in the year of a General Municipal Election, usually identified in the most recently passed Procedures Bylaw.

3.6. Honorarium

Shall mean the remunerative value as recommended by the Council

Compensation Committee and may be adopted by Council from time to time. Boards and Committees that meet six (6) or less times in one calendar year,

do so as Community Volunteers and will not receive a paid honorarium. If a board meets six (6) or more times in one Calendar year, the secretary or admin for that board will track and submit the remuneration values (values are as per appendix to the Accounts Payable department annually. (In January of each calendar year).

3.7. Mandate:

Role or purpose given to the Committee as set out by Council through Bylaw or Resolution.

3.8. Membership:

Means all members of the Council Committees/Boards whether elected (Town Councilor) or appointed (Community member).

3.9. Policy:

A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion. (Ends not Means).

3.10. Procedure:

Instructions to Town employees on how to carry out the intent of the policy. It states clearly and exactly what must be done and usually states who is to do it and by when; procedures may be in a flow chart form. (i.e., Resource management, Means not Ends).

3.11. Process:

Methods in which Committee business is dealt with before, during, and after a meeting.

3.12. Public at Large:

Shall mean any resident, or non-resident appointed by bylaw/resolution of Council to any Council Committee/Board.

3.13. Resident:

Shall mean any person residing within the Municipal boundaries of the Town of Slave Lake.

3.14. Resolution:

Shall mean the method by which Council may act pursuant to the Municipal Government Act in establishing a specific Council Committee/Board.

3.15. Selection Committee / Process:

Openings for public members are advertised in the newspaper and on the Town website for at least two (2) weeks.

Applicants are reviewed in "closed meetings" as per FOIP, appointed in a public / open meeting of Council by a resolution of Council.

Council members are appointed by fellow members of Council at the annual organizational meeting of Council.

3.16. Staff:

The CAO has been appointed by Council to be a member of ALL committees and Boards. The CAO is a Council representative.

The CAO may appoint a Town employee to assist Council Committee/Board. Staff are not considered a member of the committee and do not have voting rights.

4. RESPONSIBILITIES

4.1. Chief Administrative Officer (CAO):

Being overall responsible to Town Council for policy research/analysis and administration of decisions, will:

- (a) Ensure that recommendations are administered consistently throughout the organization.
- (b) Address process and policy problems as they arise.
- (c) Arrange necessary group training for clarification of roles on the committee and ensure appropriate orientation for Committee/Board members.
- (d) Approve amendments to the procedures.
- (e) Review public memberships (as brought forward by staff) of Council Committees/Boards to ascertain the names of all members whose terms will be expiring within the current year.
- (f) Correspond with those members whose terms are expiring and who are eligible for re-appointment, enquiring as to whether they wish to have their name stand for re-appointment.
- (g) Advertise for applicants to fill vacancies on Council Committees/Boards, after consultation with the staff member and chairperson
- (h) Advertise for applicants to fill any vacancy occurring on Council Committees/Boards due to resignation once notification of such resignation has been received.
- (i) Provide application forms and related information to anyone interested in applying for a position on a Council Committees/Boards.
- (j) Inform all candidates of decision of Council on appointments to Council Committees/Boards.

4.2. Committee Chair:

As the leader of the Committee to:

- (a) Understand Committee's mandate and conduct meetings accordingly.
- (b) Support and make Committee's recommendations to Town Council and report back the Council's decision to the Committee.
- (c) Establish agenda items in conjunction with Town Staff.
- (d) Lead the meeting process to maximize the effectiveness of the Committee.
- (e) To liaison with appointed Town Staff and/or the CAO as may be required.

4.3. Committee Members:

As citizens providing input/effort in community decision making to:

- (a) Understand Committee's mandate and participate fully in meetings accordingly.
- (b) Put together, endorse and support recommendations to Town Council.
- (c) Understand and foster expression of community needs within their mandate.
- (d) Follow Town Policy and procedures, e.g. Code of Conduct.

4.4. Council Committees/Boards:

- (a) Appoint a chairperson and such other officers as may be provided for in the applicable Bylaw/Resolution establishing the Council Committee/Board.
- (b) Carry out its mandate.
- (c) Report to Town Council on its activities as required from time to time.

4.5. Council Compensation Committee:

- (a) To review the honorarium for Public at Large members and Council Members.
- (b) To provide such recommendation to Council as may be deemed appropriate.

4.6. Council Representative:

As the policy link between Town Council and the Committee to:

- (a) Understand mandate and recommend changes to Town Council.
- (b) Express Council's policy decisions and rationale behind their mandate to the Committee
- (c) Acquire advice/direction on policy and process matters from Town Council when deemed necessary

4.7. Director of Finance

- (a) To undertake those duties as delegated by the CAO.
- (b) The Director of Finance may delegate tasks to other members of the Finance Department as he/she deems necessary.
- (c) To ensure timely payment of the claims to Public at Large members for remuneration as required.
- (d) To ensure all requirements, as may be necessary, are addressed, with respects to federal, provincial or other withholdings.

4.8. Mayor:

- (a) Attend meetings as ex-officio members as he/she deems appropriate.

4.9. Public at Large Member:

- (a) To make accurate claims within the parameters of the policy regarding any remuneration claimed.

4.10. Staff

Being responsible through the Chief Administrative Officer for policy research/analysis and administration with the Committee's mandate, will:

- (a) Understand, educate and advise Committee Members in regards to their mandate and process.
- (b) Research, inform and present administrative recommendations to the Committee on policy/action items identified by Council.
- (c) Establish agenda in conjunction with the Committee Chair and distribute accordingly.
- (d) Report all major Committee priorities and process concerns to the CAO.
- (e) Manage revenue and expenses within approved budget.

4.11. Selection/Process:

- (a) Advertise for public members for Council Committees/Boards.
- (b) Review and short list applicants to Council Committees/Boards.
- (c) Interview or otherwise assess those applicants for Boards which have been short-listed.
- (d) Recommend to Town Council the appointment of community members to Council Committees/Boards.
- (e) The CAO will bring the list of candidates forward to Council via "In Camera / Closed session" on the appropriate Council agenda.

4.12. Town Council:

As the ultimate responsible body elected by citizens to:

- (a) Establish the mandate for each committee.
- (b) Give advice/direction on policy and process matters to the Committee Chair.
- (c) Consider objectively recommendations presented from committees and make decisions accordingly.
- (d) Approve and change budget.
- (e) Approve amendments to the statement or objectives of the policy.
- (f) Appoint community members in accordance with the terms of references of the applicable Bylaw/Resolution establishing the Council Committees/Boards.
- (g) Review the membership on Council Committees/Boards and may, for any reason it considers proper and where provided for in the applicable Bylaw/Resolution establishing the Council Committees/Boards, revoke the appointment of a member of a Committee/Board and appoint a successor to fill the vacancy.
- (h) Amend the applicable Bylaw/Resolution establishing the Council Committees/Boards from time-to-time as may be appropriate.
- (i) Convey letters of thanks on behalf of Council to all members of Council Committees/Boards who have resigned or whose term has expired.

5. STANDARDS AND GUIDELINES

5.1. Procedure

5.1.1 All Committee discussions are to be done in a positive, progressive manner with all committee members respecting the other member's roles/responsibilities.

5.1.2 Committee direction/decisions are to be focused on policy vs. administrative matters (procedure) (unless otherwise mandated i.e.. Library, Family and Children Social Services (FCSS), and Municipal Planning Commission (MPC) Subdivision and Development Appeal Board (SDAB).

5.1.3 Committee direction/decisions are to be based on the community's best interest vs. the member's special interest.

5.1.4 All Committee members, including the committee chair, have one vote on all matters. Council Representative shall vote at the committee and council meetings as he/she believes personally about the community's best interest.

5.1.5 Democratic rules of Town Council are to be followed at all times by the Committee as a whole and individually (i.e.: declaring conflict of interest, meeting procedure, motions, etc.).

Note: Follow Council Procedure Bylaw and Committee Schedules as guidelines.

5.1.6 All committee members are to attend all meetings and are disqualified if they are absent for three consecutive meetings unless such absence is authorized by resolution of the committee. Disqualification of council representatives must be approved by the Mayor.

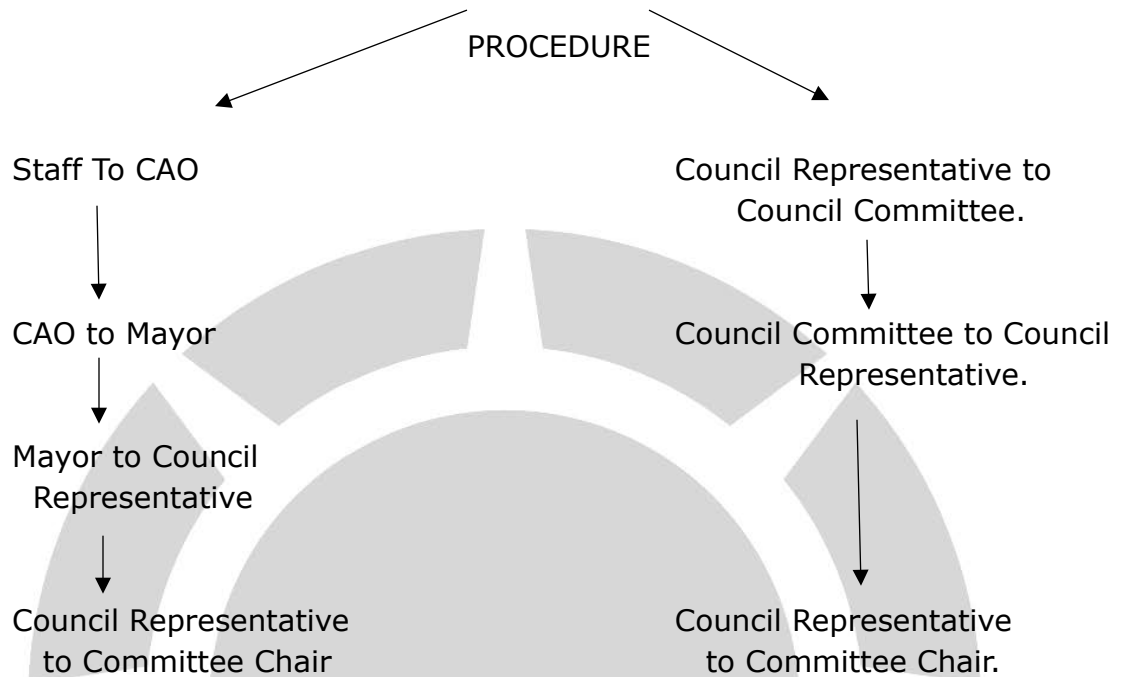
5.1.7 Renumeration:

(a) Public at Large members are not employees of the municipality.

- (b) Remunerative Value (if applicable) is not intended to be a direct reimbursement to a Public at Large member for any actual, accumulated, or other loss, such as but not restricted to, wages, salary, profit, etc.
- (c) Claims for re-imbursement of out-of-pocket expenses shall be in accordance with those Town of Slave Lake expense amounts in effect from time to time. (i.e., mileage, meals, etc.)
- (d) Public at Large members are not authorized to host, approve expenditures, or make commitments on behalf of the Town.
- (e) Public members are not paid to sit on committees/boards unless otherwise stated in this policy or specified by a particular committee / board bylaw or policy.

6. POLICY PROCEDURES

- 6.1 The committee chair is to ensure that the committee's mandate and process are being adhered to during meetings. If there is a concern that the Committee/Board's mandate and process is not being adhered to by the committee chair, then a council representative is to step in first, committee members second, and then the staff person third, to assist the committee chair to rectify the situation.
- 6.2 If mandate/process problems are not reconciled at the committee meetings as explained in 4.01, then one or both of the following procedures are to be followed after the meeting:



Note: Resolutions of mandate/process matters are to be communicated to all members involved by the Chairperson.

- 6.3 When the Committee desires to bring policy to Town Council, the following procedures are to be followed:

PROCEDURE

Present report to Council (unless otherwise pre-approved by Committee Chair, CAO and Council Representative)

Committee Chair explains on rationale behind recommendation.

Council representative elaborates on rationale of the Committee behind recommendation.

Town Council makes decision.

Committee Chair reports council decision to committee and council
Representative explains rationale behind decision.

APPOINTMENTS PROCEDURE

Advise Chief Administrative Officer of vacancy



Chief Administrative Officer advises Council and Appropriate Staff.

Advertises the vacancy/term.



Interested applicants complete form
(attach as Appendix I to this procedure)
file with Chief Administrative Officer.



Applications reviewed by CAO and Council Representative
With recommendations re: appointees
And terms developed.



Town Council by resolution appoints applicants
to Boards for specified terms.



The Chief Administrative Officer formally
notifies unsuccessful applicants of Council
decision by letter.



The Chief Administrative Officer formally
notifies successful applicants of their
Appointment/term; copy to relevant
Board chairman.

6.4 All expenses claim forms (see Appendix I) are to be filled out five working days before the end of each month and submitted to the Director of Finance.

6.5 Public at large member will be paid an honorarium (if applicable) by the last day of January each Calendar year. If a Public member has accumulated expense, he/she may submit receipts to the Director of Finance/Accounts Payable and request that a cheque be submitted as soon as possible.

7. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		
Chief Administrative Officer		

REVISED: October 25, 2023,

TITLE: COUNCIL COMMITTEES/BOARDS

APPENDIX I

TOWN COUNCIL PUBLIC MEMBER – HONORARIUM CLAIM FORM

NAME _____ FOR _____ (month/year)

1) Meetings attended:

Council Committee Meeting - _____

TOTAL _____ X \$75.00 per meeting = _____

2) Additional Meetings/Training sessions attended. Date/Type:

TOTAL _____ X \$75.00 per meeting = _____

TOTAL \$ _____

3) Expenses (list and attach receipts)

TOTAL _____ TOTAL \$ _____

TOTAL CLAIM

\$ _____

Submitted by: _____
(Signature)

Date: _____

SUBMIT TO ACCOUNTS PAYABLE, BEFORE THE END OF JANUARY (IN EACH CALENDAR YEAR)

For Office Use:

2-11-15-00 (fees)

2-11-200-00(exp/all)

2-11-211-00(travel/subs)

Cheque No:

\$ _____

\$ _____

\$ _____

TITLE: COUNCIL COMMITTEES/BOARDS

APPENDIX II

COMMITTEE PUBLIC MEMBER COMPENSATION

**Out of Town Business/
Conventions/Seminars**

Amount/Day Rate (6.5 HOURS OR MORE) \$150.00/day

Business Expenses

Travel (cents/km)	\$ 0.55
Meals (\$/day to a maximum) *	\$65.00
Accommodation	Actual Cost
Meeting	\$75.00

(*) Meal Allowance Breakdown: (Without Receipts)	Breakfast	\$15.00
	Lunch	\$20.00
	Supper	\$30.00

100% expenses paid with receipts to the allowable maximum as above.