

Municipality
List of Appointment/Town Representative

1. Assessment Appeals Board – Western Municipal Consulting
2. Development Appeals Board
3. Zoning Appeals Board

Council Committees/Board

1. Finance/Budgeting – Council as a whole
2. Water/Sewage System – Weber, Pederson, Johnson
3. Streets/Drainage – Weber, Pederson, Stevenson
4. Machinery – Weber, Pederson, Stevenson
5. Zoning/Maintenance Standards/Housing – Breland, Harder, Johnson
6. Blaine Lake Medical Clinic – Weber, Breland
7. Recreation/Culture – Weber, Johnson, Stevenson
8. Emergency Measures Organization – Breland, Pederson, Weber
9. Fire Department – Pederson, Stevenson
10. Transfer Station Operations – Weber, Harder, Johnson
11. Human Resources/Employee Relations – Breland, Weber, Johnson
12. Occupational Health and Safety – Pederson, Johnson, Stevenson
13. Town owned buildings – Pederson, Breland

Civic Appointments

1. Wapiti Regional Library Board – Harder
2. Blaine Lake Library Board – Harder
3. Martin's Lake Regional Park – Pederson, Stevenson
4. Blaine Lake Community Association – Johnson, Sorenson
5. Chamber of Commerce – Harder
6. Communities in Bloom – All of Council
7. Blaine Lake Museum Board – Breland
8. Shellbrook Hospital Foundation – Breland
9. 16 to 43 Waste Management – Breland, Pederson
10. Thickwood Hills Watershed Authority – Pederson, Sorenson
11. Joint RM and Town of Blaine Lake Committee – Breland, Weber, Sorenson

List of Appointments –

Date Issued:

Replaces:

Mayor



Town of Blaine Lake
Human Resources Committee
Terms of Reference

Human Resources Committee – Terms of Reference

Dated – June 20, 2022 Resolution #140/22

1. Purpose
 - a. This Committee has been established to deal with Human Resources for the Town of Blaine Lake and maintain the best work environment for all employees, employer and residents of the community.
2. Key Duties and Responsibilities
 - a. Evaluate the Town of Blaine Lake employee needs as well as employer needs;
 - b. Complete interviews;
 - c. Make suggestions to the Council for hiring;
 - d. Complete evaluations for all staff;
 - e. Mediate disciplinary actions as necessary;
 - f. Make recommendations on removal of staff members to the Council.
3. Level of Authority
 - a. Level of Authority is set as recommendation only;
 - b. All decisions are to be brought forward to the Council for final approval;
 - c. Emergency situations shall allow the HRC to appoint an employee for an in-term position.
4. Reporting
 - a. Reports shall be brought to Council by way of Minutes.
5. Composition and Appointments
 - a. The members shall be:
 - i. CAO
 - ii. Manager of Public Works, in the case of out-side employee hire, evaluation, disciplinary and/or firing
 - iii. 3 Council members
 1. One of which shall be appointed as the Chairperson by the Committee
6. Meetings
 - a. Shall be on a “as need” basis
 - b. All meetings shall follow the Council Procedures Bylaw

TERMS OF REFERENCE – EQUIPMENT COMMITTEE

EQUIPMENT COM TOF

Policy Title: TOR – Equipment Committee

Date Issued: June 20, 2022

Replaces:

Signature: 

Mayor