

Town of Blaine Lake

Policy Title	Policy#	Resolution	Resolution Date	# of pages	<u>Forms</u>
Council Committees Terms	GG-003	104/22	April 13, 2022	1	
of Reference					

Policy Objective:

To list the Council Committees and attach a Terms of Reference for each committee

Background:

- 1. In accordance with The Municipality Act Section 79 each municipality is governed by a council. The council is responsible for exercising the powers and carrying out the duties of the municipality.
- 2. The Mayor and Council are elected to perform the duties as representatives to the ratepayers of the Municipality and to ensure that all policies and procedures are in place in order that the Management can have services completed in a timely fashion.
- 3. From time to time, there is a need to have a committee or an appointment made to help the Council in special areas.

Policy:

- 1. Council Committees and Appointments
 - a. Council reviews the need for a committee and sets the Terms of Reference prior to adopting such committee.
 - b. Appointments to various committees shall be completed in accordance with the Council Procedures Bylaw for the Municipality.
- 2. Committee Terms of Reference
 - a. Terms of Reference outlining the Purpose, Key Duties and Responsibilities, Level of Authority, Reporting structure, number of representatives, and how the meeting shall be held are to be set for each committee.
 - b. The Terms of Reference shall be in compliance with the Policies of the Municipality.

3. Committees

- a. Any committees that are initiated shall have their Terms of Reference attached to and being part of this Policy.
- b. Additions or deletions of Committees are at the Councils discretion

GG-003 TOWN OF BLAINE LAKE

Policy Title: Council Committees Terms of Ref

Date Issued: April 13, 2022

Res # 104/22 Replaced – Res # Allan Grenson

Mayor

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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

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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
 - 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

Policy Title: TOR - Equipment Committee

Date Issued: June 20, 2022

Replaces:

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Signature:

Mayor