

SECTION: LEGISLATIVE

SUBJECT: COMMITTEE ROLES &amp; RESPONSIBILITIES

Original Resolution No.: 99-11-43

Revision Resolution No.: 03-07-37

### COMMITTEE ROLES AND RESPONSIBILITIES POLICY

The purpose of establishing a Council Committee is to create an effective and efficient decision making process within the municipality to ensure decisions are consistent on similar matters. The County of Warner operates with several Council appointed committees and the individual committees general responsibilities are as follows:

- a. Develop policy, programs and services which set the tone for the overall direction of the department within the municipality and recommend them to the County Council,
- b. Obtain information about the operation or administration of the department from the Administrator or person designated by the Administrator,
- c. Continually monitor, review and evaluate the department's policies and procedures and assess the results,
- d. Perform any other duties as imposed by Council or any other legislative enactment

The following Council Committees have been created by Council and their general roles and responsibilities are as follows:

#### 1. **Municipal Committee**

The Municipal Committee generally deals with the County's infrastructure which includes but is not limited to the operation of roads, highways, culverts, bridges, water and sewer systems, sidewalks, hamlet improvements, parks etc. The Council authorizes the Committee to conduct the following:

- a. Meet as a Committee, at the discretion of the Chairman, to discuss items which may require preliminary discussions.
- b. Prepare preliminary budgets for presentation to Council. The Council gives final approval.
- c. Establish road construction priorities and make recommendations to Council.
- d. Establish equipment replacement programs with the assistance of the Public Works Superintendent and make recommendations to Council.
- e. Develop and recommend public works policies for approval by County Council.
- f. Assist the County Administrator in evaluating the job performance of the Superintendent of Public Works.

#### 2. **Ag Service Board**

The Agricultural Service Board generally deals with agricultural issues and its objective is to promote and develop agricultural policies that will meet the needs of the municipality. The council authorizes the Board to conduct the following:

- a. Develop and approve policies and programs which improve the economic welfare and sustainability of the agricultural community.
- b. Develop and approve fees for services and products available through the Ag Service Board
- c. Review Board related agreements and recommend approval and signature by those with signing authority.

- d. Assist County Administrator in evaluating the job performance of the Ag Fieldman.

### **3. Administration Committee**

The Administration Committee generally deals with matters which concern the County Administrator. The Committee can be utilized as a resource by the Administrator to review issues and areas of concern before presenting them to Council.

### **4. Assessment Review Board**

The Assessment Review Board generally deals with matters relating to assessment appeals. The Board hears the plaintiff's concerns and also the assessor's reasons for the assessment. The Board will determine if the assessment is accurately calculated and has the authority to make adjustments to the assessment if necessary. The duties, responsibilities and procedures of the Assessment Review Board are defined within Bylaw 773.

### **5. Fire Department Committee**

The Fire Department Committee is responsible for meeting with the Fire and Ambulance Chief's of the various municipalities which supply these services to the County residents. They generally deal with requested changes to the Fire Fighting Agreements from the Fire Chiefs. Any changes to policies or agreements shall be ratified by County Council. The Committee also determines whether a fire ban should be in effect within the County. It is assisted by the Bylaw Officer in informing the general public when a fire ban is implemented. The Committee may make recommendations to the County Council on issues dealing with fire control.

### **6. Municipal Planning Committee**

The Municipal Planning Committee is responsible for implementing the County of Warner Land Use Bylaw by approving, with or without conditions, or denying development permits and applications for subdivisions. Subdivision recommendations are received from the Oldman River Regional Intermunicipal Service Agency.

### **7. Salary Committee**

The Salary Committee is responsible for meeting with employees and/or employee groups to negotiate salaries and benefits for staff. The Committee receives general directions and guidelines from the County Council and try to remain within the framework Council has given. All salary and benefit determinations require County Council approval before they are ratified with employees.

### **8. Road Ban Committee**

The Road Ban Committee is responsible for implementing road bans on County roads if required. The Committee is assisted by the Public Works Superintendent and the Bylaw Officer in determining whether road bans should be implemented. The Bylaw Officer is responsible for notifying the public through the media when a road ban is in effect.

### **9. Bylaw Officer Complaint Board**

The Bylaw Officer Complaint Board is responsible for reviewing any written concerns received from the public in relation to the duties performed by the Bylaw Officer. The duties, responsibilities and procedures of the Bylaw Officer Complaint Review Board are outlined in Policy 260.01 and Bylaw 806-99.

**10. Development and Subdivision Appeal Board**

The Development and Subdivision Appeal Board is responsible for reviewing any formal objections to a development permit and/or subdivision applications. The duties, responsibilities and procedures are outlined in Bylaw 777.

**11. Parks Committee**

The Parks Committee is responsible for implementing and evaluating policies and procedures which will enhance the parks and increase their use to the general public. All policies require Council approval before being implemented. With the assistance of Management, the Committee will review the issues and assist in determining solutions to them. The Parks Committee is to develop an annual budget which requires Council approval.

**12. Disaster Services Committee**

The Disaster Services Committee is responsible for ensuring that policies and procedures are in place that will implement the County Disaster Plan in times of emergency. The Committee is assisted by the Disaster Services Coordinator who is the Bylaw Officer.

**13. Policy Review Committee**

The Policy Review Committee is responsible to review existing County policies to ensure they are up to date and reflect current management practices. With the assistance of Management, the Committee is also responsible for the development of new policies upon their recommendation from County Council.

**14. Other Independent Committees**

There are several other committees which Councillors participate in as members and they are as follows:

- a. Ambulance Committees (Milk River, Warner and Raymond)
- b. Economic Development and Tourism
- c. Farm Safety Center
- d. Foothills Little Bow Municipal Association
- e. B.E.W. - F.C.S.S
- f. Ridge Country Housing
- g. County Library Board
- h. Oldman River Intermunicipal Service Agency
- i. Recreation Boards (Coutts, Milk River, Warner, Masinasin, Stirling, Wrentham, Raymond and New Dayton)
- j. Seed Cleaning Plants (Border and Sunshine)
- k. Chief Mountain Regional Solid Waste Authority
- l. Milk River Aquifer
- m. Further Education Committee
- n. Heritage Handi Bus
- o. Route 36 Development Safety Association
- p. Milk River Fire Hall Building Committee

Members of the above committees need to consider the welfare and interests of the municipality as a whole and to bring to the committee's attention anything that would promote the welfare or interests of the municipality. Committee members are to generally participate in developing and evaluating the policies and programs of the committees or boards in which they participate.