

SECTION: ADMINISTRATION

SUBJECT: MANAGEMENT COMMITTEE

Original Resolution No.: 94-12-28
Revision Resolution No.: 03-10-38

Management Committee

It shall be the policy of the County of Warner that a Committee of the County shall be formed called the **Management Committee**. The formation of the Committee and the purpose of the Committee shall be as set out in this policy.

Section I

A. Definitions

1. **Senior Management** shall mean the County Administrator.
2. **Midlevel Management** shall mean any of the following: Public Works Superintendent, Agricultural Fieldman, Community Peace Officer and Accountant.
3. **Council Representative** shall mean the member of the County Council for the County of Warner No.5 appointed to serve on the Management Committee at the annual Organizational meeting, or his/her alternate.

B. Management Committee Membership

The Management Committee shall consist of all members of the Senior Management, MidLevel Management and the Council Representative.

C. Purpose of the Management Committee

1. To review policy and recommend changes in the same to the County Council, or appropriate committee of the same.
2. To review the operations of the County and recommend changes to improve each operation.
3. To provide guidance to County staff, and directions with regard to the administration of policy.
4. To provide communication links between all operations and to utilize these to unify the County.
5. To review administration practices, and improve these as required to provide maximum return to the County.
6. To review legislation and determine its impact on the County, and report to the County Council, and/or appropriate committees of the same with recommendations to deal with the impact.

7. To review reports or other documentation from various government departments and provide reports to the County Council, and/or appropriate committees of the same with recommendations for dealing with the same.

D. Structure and Operation

1. The County Administrator shall be the Chairman of the Management Committee.
2. At the meeting following the annual organizational meetings of the County Council, the Management Committee shall appoint a recording secretary, and a Vice-Chairman.
3. The Management Committee shall hold at least one meeting per month, at which time each member shall report on their own individual operations.
4. The minutes of the Management Committee meeting shall be recorded and a copy given to all members for reporting back to their own operations.
5. The Management Committee may form subcommittees from time to time for specific purposes, which subcommittee(s) shall report back to the Management Committee with their final report.
6. Minutes of each Management Committee meeting will be distributed to members of County Council.