

# P O L I C Y



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Policy Title <b>DUTIES OF COMISSIONS, COMMITTEES &amp; BOARDS</b>		

Council Resolution No. <b>C/220/07</b>	Date: <b>April 12, 2007</b>	Cross Reference <b>C/236/06</b>	Effective <b>April 12, 2007</b>
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Council recognizes that there are circumstances where it may be advantageous to delegate tasks and responsibilities to Committees of Council to deal with matters that may not require the attention of the entire Council.

## 1. TYPES OF COMMITTEES, COMMISSION AND BOARDS

### (a) Ad Hoc Committees

Ad Hoc Committees may be established from time to time by the County Council for a specific purpose or function.

The term of appointment shall end upon conclusion of the appointed purpose or function, or at the pleasure of the Council.

### (b) Standing Committees

Standing Committees shall normally be established at the annual organizational meeting of the Council.

The term of appointment shall end at the date of the next annual organizational meeting.

### (c) Other Commissions and Boards

Shall normally be established at the annual organizational meeting of the Council.

The term of appointment shall end at the date of the next organizational meeting unless otherwise provided by resolution.

## 2. AUTHORITY OF COMMITTEES, COMMISSIONS AND BOARDS

Unless otherwise authorized by bylaw the authority of Committees established pursuant to this policy are limited to providing recommendations back to Council.

Commissions and Boards have authority in accordance with the terms of appointment or particular legislation.

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**3. MEETINGS**

Meeting dates and times will normally be established at regular meetings of the Council or called at other times by the Administration through consultation with the Chairman of the respective committee, commission or board.

Regular meeting dates may be established.

**4. MINUTES**

Minutes of all meetings will normally be submitted to the next regular meeting of the County Council

**COMMITTEES, COMMISSIONS AND BOARDS**

**1. Assessment Review Board**

(a) Terms of Reference:

The Assessment Review Board carries out duties required under the Municipal Government Act. The Assessment Review Board must make all decisions:

- i) on complaints relating to property tax, within 150 days after the assessment notices are sent out by the County, and
- ii) on complaints relating to any tax other than property tax within 150 days after the tax notices are sent out by the County.

(b) Membership:

All Councillors – Chair to be selected by the membership at the first meeting following the organizational meeting.

**2 Municipal Planning Commission**

(a) Terms of Reference:

The MPC carries out duties required under the County Land Use By-Law with principle duties being:

- deciding on development permits for discretionary uses under the by-law.

(b) Membership:

All Councillors – Chair to be selected by Council at the organizational meeting.

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**3. Public Relations Committee**

(a) Terms of Reference:

The Public Relations Committee shall be responsible to the County Council for developing and recommending policies, practices and activities which will result in greater understanding, support and public confidence for the County.

(b) The Committee will:

- organize employee and Council recognition and appreciation activities as required
- meet as necessary to develop and implement appropriate public relations programs
- recommend to Council policies related to public relations activities, in accordance with long range plans
- make an annual presentation to Council regarding the year's programs and activities
- undertake such other duties as may be assigned from time to time by Council.

(c) Membership:

Two Councillors.- Chair to be selected by the membership at the first meeting following the organizational meeting.

When a particular division is holding a special event or has a public relations request the Councillor from that division will participate in the event or provide input into other requests.

**4. Disaster Services Committee**

(a) Terms of Reference:

The purpose of this Committee is to carry out the duties required under By-Law No. 765/91.

(b) Membership:

Three Councillors – Chair to be selected by Council at the organizational meeting

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**5. FCSS Committee**

(a) Terms of Reference

The purpose of this Committee is to:

- 1) monitor existing FCSS programs and provide recommendations to County Council on the appropriateness of these programs;
- 2) consider community needs and provide recommendations to County Council on new FCSS programs; and
- 3) consult with other FCSS Boards and agencies operating within Lacombe County and identify opportunities where resources and programs may be shared.

(b) Membership

Three Councillors

Chair to be selected by the membership at the first meeting following the organizational meeting.

**6. Salary and Wage Review Committee**

(a) Terms of Reference:

The purpose of this Committee is to annually review all County salary and wage schedules.

(b) Membership:

All Councillors.

Reeve Will Chair Committee

**7. Subdivision and Development Appeal Board**

(a) Terms of Reference:

The SDAB carries out duties required under County By-Law No. 832/95 to hear subdivision and development appeals.

The following criteria will be used for the basis of any changes to the term of office for SDAB members:

- 1) That a minimum of one new member be appointed to the Subdivision and Development Appeal Board in each of the years 2003, 2004, 2005 and 2006.
- 2) Members of the Subdivision and Development Appeal Board shall be appointed at the pleasure of Council for a term of one (1) year and may be reappointed upon the expiry

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of the term at the pleasure of Council subject to the maximum consecutive terms as outline in article three (3).

- 3) That the reappointment of any member appointed after December 1, 2002 be limited four (4) consecutive terms.
- 4) The alternate member of the Subdivision and Development Appeal Board will be appointed on a yearly basis.
- 5) Members are authorized to attend the annual Alberta Community Planning Conference or appropriate courses offered by the Alberta Foundation of Administrative Justice.

- (b) Membership:  
 Four members and one alternate member from the public at large.  
 Chair to be selected by the membership at the first meeting of the Board.

**8. Weed Control Panel**

- (a) Terms of Reference

The Subdivision and Development Appeal Board will hear appeals brought forward under the Weed Control Act as per Section 28(6) of the Act.

**9. Enforcement Appeal Panel**

- (a) Terms of Reference:

The Enforcement Appeal Panel shall follow the guidelines of Policy I(4), Public Complaint Process Constable/Chief Constable.

The Enforcement appeal Panel shall hear any appeals related to a decision of the County Commissioner regarding a complaint made against the Chief County Constable.

- (b) Membership: Two County Ratepayers  
 Chair to be selected by the membership at the first meeting of the Board.

**10. Environmental Protection & Enhancement Review Committee**

- (a) Terms of Reference

The Environmental Protection & Enhancement Review Committee is established pursuant to section 186 of the Environmental Protection and Enhancement Act and shall hear appeals with respect to an environmental protection order to clean up unsightly property pursuant to section 183 of the Act.

Where an environmental protection order is issued under section 183, the person to whom the order is directed may submit a request to the local authority in which the property is located for a review of the order. Dale Guest, Julian Veuger and Mike Woods have been

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appointed as inspectors for all the purposes of Part 9, Division 2 under the Environmental Protection and Enhancement Act.

(b) Membership

Reeve, Deputy Reeve and Chair of the Subdivision and Development Appeal Board.

**11. Other Boards and Authorities requiring County representation are:**

Subdivision and Development Appeal Board Hearings And Municipal Government Board Hearings- one Councillor

Lacombe Foundation - one Councillor & one Alternate

Lacombe Regional Solid Waste Authority - two Councillors

Clive Seed Cleaning Plant - two Councillors

Central Alberta Association of Municipal Districts and Counties - one Councillor

Alix Fire Department First Response Unit Committee - one Councillor

Bashaw and District Ambulance Authority - one Councillor

Lacombe Municipal Ambulance Service Association - two Councillors & one Alternate

Parkland Regional Library Board – one Councillor

Red Deer River Water Services Commission - one Councillor & one alternate

Highway 12/21 Water Services Commission – two Councillors & one alternate

East Central Regional Water Services Committee – one Councillor & one alternate

**12. Other Appointments requiring County representation are:**

Alix Volunteer Fire Department - one Councillor

Bentley Volunteer Fire Department - one Councillor

Clive Volunteer Fire Department - one Councillor

Eckville Volunteer Fire Department - one Councillor

Bashaw and Mirror Volunteer Fire Departments - one Councillor

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- Lacombe Regional Fire Service Association - two Councillors
- Blackfalds Intermunicipal Plan Committee - two Councillors
- Lacombe Intermunicipal Plan Committee - two Councillors
- Buffalo Lake Intermunicipal Development Plan – one Councillor & one Alternate
- Sylvan Lake Management Plan Committee – one Councillor & one Alternate
- Gull Lake Management Plan Review – one Councillor & one Alternate
- North Saskatchewan Watershed Alliance – one Councillor
- Lacombe Economic Development Board Tourism Committee – one Councillor
- CPR Community Advisory Board – two Councillors
- Ellis Bird Farm – One Councillor
- Buffalo Lake Water Management Team – one Councillor
- Central Alberta Economic Partnership Committee (CAEP) – one Councilor
- Boom Town Trail Committee – two Councillors
- Red Deer River Watershed Alliance – one Councillor (one alternate)
- Red Deer River Municipal Users Group – one Councillor (one alternate)
- Village of Alix Economic Development Board – one Councillor