

SECTION: LEGISLATIVE

SUBJECT: COMMITTEE ROLES & RESPONSIBILITIES

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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. **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.

2. **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.

3. **Regional Assessment Review Board** - Run through Oldman River Regional Services Commission - See Bylaw 889-11

4. **Fire Committee**

The Fire Department Committee is responsible for meeting with the Fire 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. The Committee may make recommendations to the County Council on issues dealing with fire control.

5. 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 Services Commission.

6. 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.

7. 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 in determining whether road bans should be implemented.

8. 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.

9. 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.

10. Emergency Management 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 Director of Emergency Management.

11. 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.

12. Other Independent Committees

There are several other committees which Councillors participate in. Refer to Policy 110.10.

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.