

TOWN OF DUNDURN POLICY MANUAL

<i>Section</i> GG-200-10.99	<i>Classification</i> General Government
<i>Subject</i> Council Appointments	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> January 13, 2020, amended June 8, 2020
<i>Approved (date)</i> January 13, 2020, amended June 8, 2020	<i>Motion No.</i> #8, amended #11

APPOINTMENTS AS PER BYLAWS AND RESOLUTIONS

Development and Financial

Assessment Agency Auditor Board of Revision Building Inspectors - Residential Building Inspector – Commercial Bylaw Officer Deputy Mayor Development Officer Development Appeals Brd (min. 3 plus a secretary) Financial Planning & Infrastructure Solicitor Town Engineer Financial Institution Waterwolf District Planning Commission Dundurn Chamber of Commerce SREDA Rep. & Economic Development:	Alternate	SAMA Jensen Stromberg Gord Krismer & Assoc. Dwayne Williams Al Heibert Dale Wagner Flaman's Investigations Councillor Annette Hamilton Town Administrator Gord Krismer & Assoc. Councillor Hamilton & Administrator Chris Boychuk, McDougall Gauley Bullee Engineering LTD. RBC Councillor Litke Councillor Litke Councillor Litke
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Protection and Fire Safety

Dundurn Fire Commission (2 appointments req.) RCMP Elected Officials Meeting Regional EMO Committee EMO Coordinator Interim EMO Coordinator	Councillors Wilson and Litke Councillor Wilson Councillor Litke Vacant Eileen Prosser
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Utility Services

Dundurn Rural Water Utility Board* Dundurn Wastewater Utility Board Utilities Overseer (* denotes that this position is paid by the board)	Alternate	Eileen Prosser Councillor Fred Wilson Mayor Vinding Administrator
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Community Services

Local Assessor
Library Board (Dundurn)
Library Board (Wheatland Regional)
Dundurn Volunteer Awards Committee
Community Hall:
Parks & Beautification:
Dundurn Sports Centre
Sports & Recreation

Town Administrator
Councillor Richmond
Adeline Schroeder
Councillor Litke
Councillor Hamilton
Councillor Richmond
Dundurn Community Association
Dundurn Community Association

Administration & Human Resources

(Two Members)
Occupational Health & Safety Employer Rep.
Investigations of Harassment & Complaints

Councillors Litke & Vinding
Mayor Vinding
Councillor Litke

STANDING COMMITTEES

Administration/Human Resource Committee

The Admin./HR committee shall consist of two members.
Its mandate is to:

- a) Act as a liaison between the council and employees;
- b) Act as a grievance committee;
- c) Shall investigate all code of conduct, grievances and complaints of harassment;
- d) Act as a liaison for Administration items and duties;
- e) Make recommendations to the council.

Financial Planning/Infrastructure Committee

The financial planning committee shall consist of the administrator and one Council member. Its mandate is to:

- a) Review and update a capital works plan;
- b) Review the plan and update it each year;
- c) Assist in the budgeting process each year;
- d) Make recommendations to the council;
- e) Review the conditions of all town assets in liaison with the Public Works Services and/or committees every year to determine which areas need attention;
- f) When requested by council, determine a plan of action regarding maintenance/new construction and bring any findings to the council's attention;
- g) Make recommendations to the council.

Protective Services Committee

The protective services committee shall consist of two appointments made annually or after a Municipal General Election. Its mandate is to:

- a) Review the policies of DFC and the Fire Department from time to time to ensure it meets our growing needs;
- b) Work with the EMO Coordinator / Interim Coordinator regarding the emergency policy manual & updates;
- c) Act as a liaison when required with administration and the bylaw officer regarding any contraventions;
- d) Act as a liaison between council and the DFC, Fire Department and RCMP;
- e) Attend RCMP Elected Officials Meetings;
- f) Make recommendations to the council.

Economic Development Committee

The economic development committee shall consist of one appointment. Its scope and mandate is to:

- a) Facilitate community and economic development planning and initiatives;
- b) Identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects;
- c) Promoting the community to expand economic development opportunities. Failure to provide adequate services will result in lost opportunities to increase the economic development of the community and increase local business activity and local employment. Providing increased opportunities for economic development and local employment have a significant effect on the overall well-being of community residents.

Community Hall Committee

The community hall committee shall consist of a minimum of one appointment made annually or after a Municipal General Election. Its mandate is to;

- a) Liaise with the hall secretary to provide and review policies and direction for the management and rental policies of the hall;
- b) Assist with budgeting and oversee the financial matters of the hall;
- c) Liaise with public works regarding building asset management such as upgrades and maintenance;
- d) Market hall for rentals, oversee assets and equipment;
- e) Set policies for effective operations.

Sports Centre and Recreation Committee

The rink committee shall consist of The Dundurn Communities Association. Its mandate is to;

- a) Liaise with the rink secretary to provide and review policies and direction for the management and rental policies of the rink;
- b) Assist with budgeting and oversee the financial matters of the sports centre;
- c) Liaise with public works regarding building asset management such as upgrades and maintenance;
- d) Provide guidance and assistance in preparing the rink for seasonal opening by handling maintenance and operating items such as hiring of staff and overseeing the completion of all mandatory or legislated inspections;
- e) Set policies for effective operations;
- f) Facilitate community recreational activities and events;
- g) Act as intermediary to represent the town with sports and recreational clubs and groups.