

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> 3
<i>Authority</i> Council	<i>Effective Date</i> January 13, 2020, amended May 11, 2020, amended November 24, 2020, December 14, 2020
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APPOINTMENTS AS PER BYLAWS AND RESOLUTIONS

Development and Financial

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

Protection and Fire Safety

Dundurn Fire Commission (2 appointments req.)		Councillor Gourdeau & Mayor Boyes
RCMP Elected Officials Meeting		Councillor Servetnyk
	<i>Alternate</i>	Councillor Deringer
Regional EMO Committee		Councillor Deringer
	<i>Alternate</i>	Councillor Servetnyk
EMO Coordinator		Mayor Boyes

Utility Services

Dundurn Rural Water Utility Board*		Councillor Servetnyk
Dundurn Wastewater Utility Board		Councillor Servetnyk
	<i>Alternate</i>	Councillor Gourdeau
Utilities Overseer		Administrator
(* denotes that this position is paid by the board)		

Community Services

Local Assessor
Library Board (Dundurn)
Library Board (Wheatland Regional)
Community Hall:
Parks & Beautification:
Dundurn Sports Centre
Sports & Recreation
Dundurn and Area Sports Center Committee

Town Administrator
Councillor Deringer
Adeline Schroeder
Councillor Deringer
Mayor Boyes
Dundurn Community Association
Dundurn Community Association
Councillor Gourdeau

Administration & Human Resources

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

Councillor Jurkiewicz & Mayor Boyes
Councillor Jurkiewicz
Mayor Boyes

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.