

# TOWN OF DUNDURN POLICY MANUAL

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| <i>Section</i><br>GG-200-10.99   | <i>Classification</i><br>General Government   |
| <i>Subject</i><br>Council Appointments   | <i>Pages</i><br>3   |
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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> | <a href="#">Al Heibert</a>            |
| 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> | <a href="#">Mayor Boyes</a>           |
| 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 <a href="#">Deringer</a> |
|   | <i>Alternate</i> | Mayor Boyes                         |
| Regional EMO Committee                        |                  | Councillor Deringer                 |
|   | <i>Alternate</i> | Mayor Boyes                         |
| EMO Coordinator                               |                  | Mayor Boyes                         |

### Utility Services

|                                    |                  |                                     |
|------------------------------------|------------------|-------------------------------------|
| Dundurn Rural Water Utility Board* |                  | Councillor Jurkiewicz               |
| Dundurn Wastewater Utility Board   |                  | Councillor <a href="#">Gourdeau</a> |
|                                    | <i>Alternate</i> | <a href="#">Councillor</a>          |
| Utilities Overseer                 |                  | Administrator                       |

(\* denotes that this position is paid by the board)

### Community Services

|  |                               |
|--|-------------------------------|
| Local Assessor                           | Town Administrator            |
| Library Board (Dundurn)                  | Councillor Deringer           |
| Library Board (Wheatland Regional)       | Adeline Schroeder             |
| Community Hall:                          | Councillor Deringer           |
| Parks & Beautification:                  | Mayor Boyes                   |
| Dundurn Sports Centre (Rink)             | Council/Town Office           |
| Sports & Recreation                      | Dundurn Community Association |
| Dundurn and Area Sports Center Committee | Councillor Gourdeau           |

### Administration & Human Resources

|  |                                     |
|--|-------------------------------------|
| (Two Members)                              | Councillor Jurkiewicz & Mayor Boyes |
| Occupational Health & Safety Employer Rep. | Councillor Jurkiewicz               |
| Investigations of Harassment & Complaints  | 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 Council and Administration. Its mandate is to;

- a) Liaise with the staff and contracted service providers 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.