



TOWN OF BLACK DIAMOND POLICY

POLICY #: ADMIN-017		<i>(formerly named 12-04)</i>
TITLE: Committee Guidelines		
Approval Date: March 3, 1999	Resolution #:	
Revisions:		
Approval Date: October 19, 2005	Resolution #: 2005-333	
December 20, 2017	2017-546	
Department: Administration		

Policy Statement:

Council for the Town of Black Diamond creates committees from time to time, to involve the public in the works of the Town. Committees of Council shall operate under the guidelines established in the policy.

1. Reason for Policy

- 1.1. To define the duties and responsibilities of Committees and Committee Members.

2. Related Information

- 2.1. Municipal Government Act, RSA 2000, c M-26
- 2.2. Town of Black Diamond Procedure Bylaw (Bylaw 16-06, Office Consolidation)
- 2.3. Town of Black Diamond Code of Conduct Bylaw (Bylaw 17-13, may be consolidated)
- 2.4. Town of Black Diamond Policy FIN-002 Budget
- 2.5. Town of Black Diamond Strategic Plan

3. Definitions

- 3.1. *Chief Administrative Officer* shall mean the CAO or Town Manager appointed by the Council, or his/her designate.



- 3.2. *Committee* shall mean a committee or board, established by the Council of the Town of Black Diamond, in accordance with the Municipal Government Act.
- 3.3. *Council* shall mean the duly elected Council of the Town of Black Diamond.
- 3.4. *Establishing Bylaw* shall mean the bylaw, duly passed by the Council, which establishes a Committee and provides its Terms of Reference.
- 3.5. *Members* shall mean persons appointed, by Council, as members of a Committee.
- 3.6. *Resident* shall mean a person who lives within the boundaries of the Town of Black Diamond.
- 3.7. *Sub-Committee* shall mean a Committee requested by its “parent” Committee to accomplish a specific task or undertake a specified project. For the purposes of this Policy/Procedure, Sub-Committee shall include Ad hoc Committees, or any other type of Committee struck to accomplish the works of the parent Committee.
- 3.8. *Terms of Reference* shall mean the guidelines used to define the scope of work, project or activity.
- 3.9. *Town* shall mean the Town of Black Diamond.

4. Responsibilities

4.1. Town Council to:

- 4.1.1. Approve by resolution this policy and any amendments.
- 4.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3. Ensure all policies conform to the overall mission, goals and values as set out in the Town’s Strategic Plan.

4.2. Chief Administrative Officer (CAO) to:

- 4.2.1. Approve the associated Procedure document and any amendments thereto.
- 4.2.2. Ensure that this policy and procedure is reviewed every three years, and that employees working directly with Committees are able to make recommendations for amendments.
- 4.2.3. Ensure implementation of this policy by any/all Town employees working directly with a Committee.

4.3. All Committee Members to:

- 4.3.1. Understand and adhere to this policy and procedure.

5. End of Policy