

THE VILLAGE OF MONTROSE

POLICY TITLE: COUNCIL COMMITTEE AND PORTFOLIO POLICY

POLICY #0540

POLICY STATEMENT:

It is the policy of Council to establish committees and appoint(s) Council and/or citizen members to the committees to:

- Provide information and well considered advice to Council and staff on events or issues of concern to the public and the Village.
- Provide recommendations for consideration by Council and staff.

It is also the Policy of Council to establish Portfolios and appoint Council Portfolios to:

- Provide support to staff in specific areas of Village operations, and
- To further engage Council in the decision-making process.

POLICY BACKGROUND:

Pursuant to section 141-1 of the *Community Charter*, the Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees. Council has also traditionally assigned each Councillor with Portfolio(s) in specific areas of Jurisdiction. Although the Village usually considers significant governance and/or operational matters of the Village at Regular Council Meetings, there are times where smaller and more pressing matters arise and guidance on informal policy are required.

POLICY GOAL:

It is the goal of this policy to establish general directives for Council Committees and Portfolios appointments.

POLICY OBJECTIVES:

1. To establish the following informal Standing Committees:
 - Administration and Labour Relations,
 - Finance and Cost Savings (COW), and
 - Parks, Recreation and Open Spaces.
2. To establish the following Portfolios:
 - Finance and Administration,
 - Planning and Development,
 - Economic Development (includes Chamber of Commerce),
 - Parks and Recreation,
 - Protective and Emergency Services,
 - Public Relations and Outreach,

- Engineering and Public Works,
 - Seniors Services, and
 - Youth and Children's Services
3. The Terms of Reference for each Council appointment is described on Schedule 'A'.
 4. Notwithstanding the above list, the Mayor may establish additional Committee or Portfolio Council appointments on as needed basis.
 5. To hold a Special Meeting of the Council with all successful council candidates on the first Monday in every year following municipal elections to review the Committee and Portfolio appointment process.
 6. To evaluate the performance of the Committee members and Portfolio holders in November of every year that is not a municipal election year.
 7. Where the performance of the Committee member or Portfolio holder is deemed, by a majority of Council, to be consistent with the commitments made at nomination time, to renew the appointment of such Committee member or Portfolio holder for a further year.
 8. Where the performance of the Committee member or Portfolio holder is deemed, by a majority of Council, to be inconsistent with the commitments made at nomination time, to appoint a substitute Committee member or Portfolio holder for the following year.
 9. Appointments of the Committee member or Portfolio holders to be made by the Mayor with considerations to suitability as well as by Council member requests.
 10. Committees and Portfolio holders to be advisory in nature unless specifically directed by Council.
 11. All Committees and Portfolio holders reporting to be presented in writing to staff to be included as reports for Regular Council Meeting discussion.
 12. Committee meetings to be called by the Chair on an "as required" basis.

Initially approved at meeting #01-10 on January 4, 2010

Last reviewed and amended at meeting #27-16 on November 7, 2016

Last reviewed and confirmed unchanged at meeting #34-17 on November 6, 2017

Last reviewed and amended at meeting #40-18 on November 6, 2018

Last reviewed and confirmed unchanged at meeting #36-19 on November 4, 2019

Next scheduled to be reviewed on November 2, 2020

SCHEDULE 'A'

Standing Committees Terms of References

Administration and Labour Relations (COW)

- General Corporate Services
- Council and Public Policy, Programs and Performance Management
- Service Quality and Leadership
- Provincial- Municipal Relations
- Inter-Municipal and Regional Relations
- Council-Staff Relations
- Bargaining and Exempt Management Contract Negotiations
- Legislative and Legal

Finance and Cost Savings (COW)-

- Annual Budget and Financial Plan Development
- Municipal Services Review
- Grants and Senior Government Funding Programs
- Asset Management

Parks, Recreation and Open Spaces

- Community Recreation Facilities Capital Projects
- Programming and Event Co-ordination
- Parks and Playgrounds Development
- Open Spaces Development
- Leisure Activities
- Walking Trails
- BV PARTS

Planning and Development

- OCP, Zoning and Development Permits
- Current and Future Land Use Activities
- Property Management
- Environmental Stewardship, Sustainability and Conservation

Portfolio Term of References

Finance and Administration

- Administration and Labour Relations
- Finance and Cost Savings

Economic Development (includes Chamber of Commerce)

- Local and Regional Economic Development Initiatives
- Communication with Local Chamber
- Liaise with local Businesses (Sharing Forum Directory)

Parks and Recreation

- Montrose Recreation Commission
- Event Planning and Co-ordination
- Community Service Award / BV Citizen of the Year
- Other Recreation and/or Social Functions

Protective and Emergency Services

- Fire Service
- Bylaw Enforcement
- Animal Control (Wildlife and Domestic)
- Emergency Response Planning
- Vegetation Control

Public Relations and Outreach

- Community Engagement
- Web Site and Social Media Content
- Village Merchandise
- Welcome Wagon
- Sponsorship Activities
- Promotion, Advertising and Marketing Activities
- Communication Programs

Engineering and Public Works

- Infrastructure Services (Water, Wastewater, Stormwater, Roads and Boulevards)
- Municipal-Owned Facilities, Buildings and Fleet Vehicles / Equipment
- Capital Construction Plans
- Asset Management
- Solid Waste, Recycling and Composting Programs

Seniors Services

- Age Friendly Beaver Valley
- Other Seniors Services

Youth and Children's Services

- Beaver Valley Youth Club
- YCDC / Youth Justice / Sanctuary
- Other Youth and Children's Programs