

A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the Municipal Government Act, as amended provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of the Town of Onoway considers it expedient to establish Council committees to support and facilitate the achievement of Onoway's Strategic Plan, vision and goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE the Council of the Town of Onoway, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, as amended, enacts as follows:

1. TITLE

This Bylaw may be cited as the "Council Committees Bylaw".

2. DEFINITIONS

In this Bylaw:

- 2.1 "Ad Hoc Committee" is a temporary committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- 2.2 "Administrative representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 2.3 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Onoway or their designate;
- 2.4 "Code of Conduct" means the Council Code of Conduct Bylaw, which establishes the conduct governing members of Council committees.
- 2.5 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or entirely of Members at Large;
- 2.6 "Committee of the Whole" means the Committee of the Whole established by Council;
- 2.7 "Council" means the Council of the Town of Onoway;
- 2.8 "Councillor" means a Councillor of the Town of Onoway;
- 2.9 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.
- 2.10 "Mandate" means those functions and priorities assigned by Council to the respective committee, which aligns with the Town's Strategic Plan.
- 2.11 "Mayor" means the Chief Elected Official of the Town;
- 2.12 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;

- 2.13 "Term of Appointment" shall mean one, two-year term. Partial terms of less than one year shall not be counted in the maximum number of terms served.
- 2.14 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are attached as a Schedule to this Bylaw;
- 2.15 "Town" means the Town of Onoway;
- 2.16 "Voting Member" means those members identified as voting members in the Terms of Reference.

3. COMMITTEES

- 3.1 Committee of the Whole
- 3.2 Economic Development & Tourism Committee
- 3.3 Beautification Committee
- 3.4 Family & Community Support Services (FCSS) Committee

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in the Terms of Reference attached as Schedules to and forming part of this Bylaw.
- 4.2 Committee Terms of Reference shall be reviewed on an annual basis by the Priorities and Initiatives Committee. The Priorities and Initiatives Committee shall advise Council as to the continued need for the Committee and, if required, whether:
 - 4.3 the Terms of Reference are appropriate and meet the objectives of Council; and
 - 4.4 the Committee is fulfilling its Terms of Reference.

5. POWERS OF COMMITTEES

- 5.1 Each committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 5.2 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.3 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements.
- 5.5 A Committee shall not have the authority to act administratively or at an operational level.
- 5.6 The Committee shall provide a forum for examining timely issues relevant to its mandate.
- 5.7 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or the Priorities and Initiatives Committee.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- 6.2 All Committee Chairs' shall provide the Priorities and Initiatives Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities and Initiatives Committee.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A Committee shall be comprised of a maximum of seven members as indicated in the Committee Terms of Reference, if one or more Councillors are appointed as members of a Committee, an Alternate Councillor shall also be appointed.
- 8.2 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
- 8.3 Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.
- 8.4 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.5 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution in accordance with the Council Code of Conduct Bylaw, as amended.
- 8.6 All Members at Large shall remain in office until their respective successors are appointed.
- 8.7 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 8.8 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council for a specific defined purpose.
- 8.9 A Councillor appointed to a Committee that is comprised of both Councillors and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
- 9.2 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

- 9.3 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.
- 9.4 Members at Large whose terms are expiring may be reappointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
- 9.5 Notwithstanding section 9.2, Council may allow Members at Large to be reappointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 9.6 Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.
- 9.7 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.
- 9.8 Councillors appointed to a Committee shall be appointed for a one (1) year term, however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

10. COMMITTEE CHAIR AND VICE-CHAIR

- 10.1 At its first meeting each year, a Committee shall elect a Chair and Vice-Chair from among its Voting Members.
The Chair shall hold office for a term of one (1) year from the date of appointment.
- 10.2 The Chair shall preside over all meetings for the Committee and decide all points of order that may arise.
- 10.3 In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chair would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made and filed with the Chief Administrative Officer and made available to Council on a timely basis.
- 11.3 The Administrative Representative shall provide the Committee with information, research, or data already within its possession; however, requests for information or data not currently available or requiring additional research requires Council approval by way of report to Council.
- 11.4 The Administrative Representative shall assist the Chair in ensuring that Committee activities are consistent with, and that agenda items fall within the Committee's Terms of Reference.
- 11.5 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.

- 11.6 The Chief Administrative Officer shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than four (4) meetings per year.
- 12.2 A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting.
- 12.2.1 to the members of the Committee, and
- 12.2.2 to the public.
- 12.3 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Onoway website.
- 12.4 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.5 Committee members should notify Administration within 24 hours of a scheduled meeting if they are unable to attend, to ensure that quorum will be available for all meetings.
- 12.6 All Voting Members of a Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. GENERAL

The Council Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large, except where otherwise provided by this Bylaw.

14. REPEAL OF BYLAWS

Bylaws listed as:

Bylaw No. 619-04 a Bylaw of the Village of Onoway in the Province of Alberta, for the Purpose of Establishing an Economic Development Committee and all subsequent amendments are hereby repealed.

15. EFFECTIVE DATE

This Bylaw shall come into effect on the date of adoption.

READ A FIRST TIME THIS 9th DAY OF JANUARY, 2025

READ A SECOND TIME THIS 9th DAY OF JANUARY, 2025

READ A THIRD TIME THIS 13th DAY OF FEBRUARY, 2025

SIGNED THIS 24th DAY OF FEBRUARY, 2025

TOWN OF ONOWAY

SIGNED BY LENARD KWASNY
MAYOR

SIGNED BY JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER

TERMS OF REFERENCE

Beautification Committee



Board or Committee Type: Beautification Committee

Approval Date: February 13, 2025

Review or Revision Date:

1. AUTHORITY

- 1.1 The Beautification Committee is established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference.

2. MANDATE

- 2.1. To Foster civic pride, environmental responsibility and beautification through community involvement, with a focus on enhancing green spaces and parks in our community.
- 2.2. To provide enhancements or improvements to municipally owned land, buildings or structures in the downtown core; beyond that which is provided at the expense of the municipality;
- 2.3. To make recommendations to the Town Administration on various issues related to the Committee's objectives;
- 2.4. To serve as an advisory, resource and information support group to the Town;
- 2.5. To support the work of the Municipality to beautify the Downtown Core of Onoway, green spaces and parks
- 2.6. To enhance the quality of life in the Town

3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1. Prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the Beautification Committee, will present an annual progress report to Council.
- 3.2. The Work Plan will include: (Spring plant planning, budgeting, ordering and pick up of plant material, weeding through the season, present ideas to Council for improvements in Town aesthetics.)
- 3.3. The Beautification Committee Work Plan shall be accomplished within its allocated annual budget.
- 3.4. The Beautification Committee Work Plan status will be presented at each regular meeting of Council until accomplished.
- 3.5. The Beautification Committee will prepare, by March 1st of each year, a projected budget and work plan for the current year. The projected budget and work plan shall be presented with the Annual Operating Budget for Council's final approval.

TERMS OF REFERENCE

Beautification Committee

4. COMPOSITION AND APPOINTMENT

- 4.1. The Beautification Committee is composed of four (4) members of the Community, one (1) member of Council, and one (1) Alternate member of Council.
- 4.2. If a Committee member is unable to complete the term as set out above, a new Committee member will be selected by the Committee and approved by Town Council.
- 4.3. Committee members shall serve without remuneration.

5. VOLUNTEERS

- 5.1. Volunteerism is encouraged and community members do not need to be a member of the committee to participate. However they will not have a vote on the Beautification committee.

6. RECRUITMENT OF CITIZEN APPOINTMENTS

- 6.1. Recruitment of citizens to be appointed to the Beautification Committee will be placed in an ad in the Lac Ste Anne Bulletin, on the Town's website, and Facebook page, and through word of mouth in the community.

QUORUM

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the time for which the beginning of meeting was scheduled and so noted on the agenda or notice of the meeting.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

FREQUENCY AND LOCATION OF MEETINGS

The Beautification Committee will meet approximately five (5) times per year, or as determined by the Committee at the call of the Chair and held in the Council Chambers. Length of meetings shall vary depending on the agenda.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.

All meetings shall be open to the public, in accordance with the Town of Onoway's Procedural By-Law and the Municipal Government Act.

TERMS OF REFERENCE

Beautification Committee

AGENDAS AND MINUTES

A copy of the Agenda shall be prepared by the Committee Secretary and provided to Committee members, and administration will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be forwarded to Council for approval. The Beautification Committees' proceeding minutes shall be attached in the Agenda package.

SELECTION OF THE CHAIR AND VICE-CHAIR

The Beautification Committee Chair shall be selected by the Committee at the first meeting. The Chair shall not be the member of Council.

ROLE OF THE CHAIR AND VICE-CHAIR

The role of the Chair is to:

- ❖ Preside at the meetings of the Beautification Committee, and keep discussion on topic;
- ❖ Provide leadership to the Beautification Committee members to encourage the committee to remain focused on its mandate as an advisory committee of Council;
- ❖ Recognize each Member's contribution to the Committee's work;
- ❖ Liaise with the Town's Chief Administrative Officer, the Public Works Manager and the Town Council on a regular basis (if applicable); and

In the absence of the Chair, the committee shall appoint a member to run the meetings and act for the Chair as necessary.

ROLE OF COMMITTEE MEMBERS

The role of Committee members is to:

- ❖ Work collaboratively with each other, and Town staff to develop a beautification plan and prepare annual progress reports.
- ❖ The plan will ensure workload is manageable and appropriately shared between Beautification Committee members and staff;
- ❖ Assist in presenting annual progress reports to Council on behalf of the Beautification Committee and Board;
- ❖ Ensure that the mandate of the Beautification Committee is being fulfilled;

TERMS OF REFERENCE

Beautification Committee

- Provide the Chair with agenda items;

- Comply with the:
 - Town of Onoway's Code of Conduct;
 - Town of Onoway's Procurement By-Law;
 - Other applicable Town by-laws and policies;

- ❖ Notify Town Administration within 24 hours of the Beautification Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member or the Committee as a whole has the authority to make direct representations of the Town.

PURCHASING POLICY

The Beautification Committee has no authority to expend funds of the town. Purchases made by the Beautification Committee are in compliance with the Town's Procurement By-Law.

INSURANCE

The Town of Onoway's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Onoway and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Onoway Administration and Council. Members must adhere to the policies and procedures of the Town of Onoway and Council, including the Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Onoway, including those provided by the Workplace Compensation Board of Alberta and are responsible for their own medical, disability or health insurance coverage.

EXPULSION OF A MEMBER

The Committee may recommend to Council the expulsion of a member, or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Government Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

TERMS OF REFERENCE

Beautification Committee

TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via administration through a report to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

TERMS OF REFERENCE

Committee of the Whole



Board or Committee Type: Committee of the Whole

Approval Date: February 13, 2025

Review or Revision Date:

Purpose

The Town of Onoway Committee of the Whole enables Committee members to maintain oversight of the governance, policy, and affairs of the town and serve as an opportunity for members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

Authority

- (1) The Committee of the Whole is advisory in nature, making recommendations to Council by way of motion. No decisions will be made by Council at a Committee of the Whole meeting.
- (2) The Committee of the Whole may only provide direction to Administration to bring additional information on an item of discussion to a future Committee meeting or Council meeting.

Scope

- (1) The scope of the Committee is to review and make recommendations on subject matters including, but not limited to:
 - (a) Emerging Priorities;
 - (b) Municipal Budget;
 - (c) Provision of core municipal services and programs for the Town;
 - (d) Administrative priorities, strategic initiatives, and major projects (operating and capital);
 - (e) Scheduled review of Council policies, newly developed Council policies, amendments to current Council policies, and new Council policies, as required;
 - (f) New, amending, or repealing municipal bylaws;
 - (g) Community parks, sports, and recreation services within the municipality.

Membership

- (1) Composition
 - (a) The Committee of the Whole is comprised of each member of Town Council, appointed by virtue of, and for the duration of, their term of office.

TERMS OF REFERENCE

Committee of the Whole

(2) Chair

- (a) The position of Chair will be filled by the Deputy Mayor.
- (b) If the Chair is unable to attend a meeting, the Chief Administrative Officer or their designate shall call the meeting to order following which the Committee shall nominate a temporary Chair through motion as the first order of business.

Meeting arrangements

- (1) Meeting frequency, time, and location will be determined annually at the Organizational Meeting.
- (2) A quorum of the Committee is three (3) members.
- (3) Meeting rules and procedures will be in accordance with the Town Procedural Bylaw.
- (4) Committee meetings will be open to the public for attendance.
- (5) The Chief Administrative Officer or their designate will attend Committee meetings as a staff liaison, as well as any departmental representation, as deemed necessary.
- (6) Committee agendas and minutes will be prepared and distributed in accordance with the Procedural Bylaw.
- (7) Committee meeting minutes will be adopted by Council at a subsequent Regular Meeting of Council.

Reporting

- (1) The Chair will report to Council publicly during their Committee Reports to Council at the next scheduled Regular Meeting of Council.

Review

- (1) The Committee of the Whole Terms of Reference will be reviewed annually by the Committee. Any proposed amendments must be adopted by Council through resolution.

TERMS OF REFERENCE

Economic Development Committee



Board or Committee Type: Economic Development Committee

Approval Date: February 13, 2025

Review or Revision Date:

1. AUTHORITY

- 1.1 The Economic Development & Tourism Committee is established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference.

2. MANDATE

- 2.1 The Economic Development & Tourism Committee provides Council and Administration with strategic advice and recommendations on policies and strategic initiatives that relate to supporting, enhancing and promoting business and economic development in the Town of Onoway.
- 2.2 The Committee's role is to plan and undertake economic development initiatives, to advise and support Council on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1 Identify and engage stakeholder groups and seek their input into the Committee's work;
- 3.2 Identify new business attraction opportunities, programs or strategies;
- 3.3 Identify business expansion and retention opportunities, programs or strategies;
- 3.4 Provide advice and support to the Town on the following:
 - (a) Policies, procedures, and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Onoway;

TERMS OF REFERENCE

Economic Development Committee

- (b) Regional, national and international economic trends affecting the Town;
 - (c) Promoting job creation and business retention;
 - (d) Reviewing and advising Council on any matters referred to the Committee by Council resolution.
- 3.5 Develop relationships within business community with business and chamber of commerce, council and intermunicipal agencies.

4. COMPOSITION AND APPOINTMENT

- 4.1 The Committee will be comprised of up to 2 members of Council and no more than 5 members appointed by Council.
- 4.2 A member representing the youth of the community (grade 9-12)
- 4.3 Members appointed to the Committee will generally be an Onoway business license holder or employed by an Onoway business licence holder. Others may be considered where they have professional experience or other required qualifications not represented on the committee.
- 4.4 Members must not be a current employee of the Town of Onoway and must not have been employed by the Town for a minimum of 12 months prior to the appointment.
- 4.5 Members will be selected from the community-at-large based on:
 - (a) demonstrated interest and participation in business matters;
 - (b) academic or technical qualifications,
 - (c) business or professional experience;
 - (d) work and volunteer experience;
 - (e) knowledge of Onoway; and
 - (f) availability.

TERMS OF REFERENCE

Economic Development Committee

Areas of expertise that may be beneficial include manufacturing, retail, tourism, agriculture, forestry, oil and gas, professional services (i.e. Accounting, Legal, health Care, Technology, etc.) Land Development (i.e. developer, construction, real estate, etc.)

- 4.6 Members shall be appointed for terms of two years and can be renewed for an additional term of two years at the pleasure of Council.
- 4.7 Should a vacancy arise during the member term, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.8 Council may, for any reason, remove a member by resolution of Council.
- 4.9 Members are appointed to this committee as volunteers, and therefore remuneration is not provided.
- 4.10 The Committee will elect a Chair and a Vice Chair from its voting members on an annual basis.
- 4.11 The Chair will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice Chair will perform those duties.

5. RESOURCES

- 5.1 The Committee shall not retain the power to authorize any expenditures charged against the Town of Onoway.
- 5.2 The Committee may provide budget submissions for Council consideration in advance of the Town's budget deliberations.
- 5.3 The Town has included the duties of an Economic Development & Tourism Committee Administrative Liaison in the Chief Administrative Officer's job description.

6. REPORTS:

- 6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this Terms of Reference.

TERMS OF REFERENCE

Economic Development Committee

6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to Council, as appropriate.

6.3 At least once per year, the Committee will report to Council on the following:

- (a) Review of its work plan;
- (b) Update on progress and initiatives; and
- (c) Any information or recommendations on issues or opportunities within its mandate.

7. QUORUM

7.1 A majority of appointed members will constitute a quorum at a Committee meeting.

7.2 If there is no quorum present within 15 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall be adjourned.

8. MEETINGS

8.1 The Committee will meet a minimum of eight (8) times throughout the year with additional meetings added at the determination of the Committee.

8.2 The Committee will establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings.

8.3 The annual meeting schedule will be provided to Administration to be posted on the Town's website.

TERMS OF REFERENCE

Economic Development Committee

9. PROCEDURES

- 9.1 Decisions and recommendations of the Committee must be adopted by committee resolution and recorded in the minutes.
- 9.2 Committee minutes will be placed on the Council agenda for information only.

10. CODE OF CONDUCT

- 10.1 Committee members are required to agree and maintain confidentiality and comply with all applicable Town bylaws, policies and procedures.
- 10.2 Committee members are considered representatives of the Town and therefore shall:
 - (a) act honestly and in good faith, while promoting the public interest and advancing the mandate of the Committee;
 - (b) exercise their duties in an impartial manner while making objective decisions, rather than subjective decisions based on bias or prejudice;
 - (c) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency; and
 - (d) recognize that the function of the committee is, at all times, service to their community and the public.
- 10.3 Committee members shall treat fellow committee members, councillors, administration and the public with respect and courtesy;
- 10.4 Committee members shall not use the position to secure special privileges, gifts, favours, or exemptions for themselves or any person or organization, or to advance their personal interests.

TERMS OF REFERENCE

Family & Community Support Services (FCSS) Committee



Board or Committee Type: Family & Community Support Services (FCSS) Committee

Approval Date: February 13, 2025

Review or Revision Date:

1. AUTHORITY

- 1.1 The Family & Community Support Services (FCSS) Committee is established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference.

2. MANDATE

- 2.1. To receive, review and make recommendations on FCSS applications received by the Town of Onoway for FCSS funding;

3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1. To prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the FCSS Committee, will present an annual progress report to Council.
- 3.2. To prioritize project applications based on community needs and priorities;
- 3.3. To make recommendations to Council for the allocation of funds based on the Family and Community Support Services Act;
- 3.4. To make recommendations to the Town Council on various issues related to the Committee's objectives;
- 3.5. To serve as an advisory, resource and information support group to the Town;
- 3.6. To comply with the Town of Onoway, Council Committees Bylaw, Procedural Bylaw, Council Code of Conduct and Municipal Government Act.

4. COMPOSITION AND APPOINTMENT

- 4.1. The FCSS Committee is composed of two (2) members of the Community, one (1) member of Council, one (1) Alternate member of Council and one (1) member of Administration.
- 4.2. If a committee member is unable to complete the term as set out above, a new Committee member will be selected by the Committee and approved by Town Council.
- 4.3. Committee members shall serve without remuneration.

5. RECRUITMENT OF CITIZEN APPOINTMENTS

- 5.1. Recruitment of citizens to be appointed to the FCSS Committee will be placed in an ad in the Lac Ste Anne Bulletin, on the Town's website, and Facebook page, and through word of mouth in the community.

TERMS OF REFERENCE

Family & Community Support Services (FCSS) Committee

6. QUORUM

- 6.1. Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the time for which the beginning of meeting was scheduled and so noted on the agenda or notice of the meeting.
- 6.2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

7. FREQUENCY AND LOCATION OF MEETINGS

- 7.1. The FCSS Committee will meet approximately three (3) times per year, or as determined by the Committee at the call of the Chair and held in the Council Chambers. Length of meetings shall vary depending on the agenda.
- 7.2. Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.
- 7.3. All meetings shall be open to the public, in accordance with the Town of Onoway's Procedural Bylaw and the Municipal Government Act.

8. AGENDAS AND MINUTES

- 8.1. A copy of the agenda shall be prepared by the Administrative Representative and provided to Committee members, and administration will post the agenda on the Town's website.
- 8.2. Minutes of all meetings of the Committee shall be forwarded to Council for approval. The FCSS Committees' proceeding minutes shall be attached in the agenda package.

9. SELECTION OF THE CHAIR AND VICE-CHAIR

- 9.1. The FCSS Committee Chair shall be selected by the Committee at the first meeting. The Chair may be a member of Council.

10. ROLE OF THE CHAIR AND VICE-CHAIR

- 10.1. The role of the Chair is to:
 - ❖ Preside at the meetings of the FCSS Committee, and keep discussion on topic;
 - ❖ Provide leadership to the FCSS Committee members to encourage the committee to remain focused on its mandate as an advisory committee of Council;
 - ❖ Recognize each Member's contribution to the Committee's work;
 - ❖ Liaise with the Town's Chief Administrative Officer and the Town Council on a regular basis (if applicable); and
- 10.2. In the absence of the Chair, the committee shall appoint a member to run the meetings and act for the Chair as necessary.

TERMS OF REFERENCE

Family & Community Support Services (FCSS) Committee

11. ROLE OF COMMITTEE MEMBERS

11.1. The role of Committee members is to:

- ❖ Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation;
- ❖ Prioritize project applications based on community needs and priorities;
- ❖ Provide recommendations for funding allocation of FCSS;
- ❖ Assist in presenting annual progress reports to Council on behalf of the FCSS Committee and Board;
- ❖ Ensure that the mandate of the FCSS Committee is being fulfilled;
- ❖ Provide the Chair with agenda items;
- ❖ Comply with the:
 - Town of Onoway's Code of Conduct;
 - Town of Onoway's Procurement Bylaw;
 - Other applicable Town Bylaws and policies;
- ❖ Notify Town Administration within 24 hours of the FCSS Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

11.2. No individual member or the Committee as a whole has the authority to make direct representations of the Town.

12. PURCHASING POLICY

12.1. The FCSS Committee has no authority to expend funds of the town. Purchases made by the FCSS Committee are in compliance with the Town's Procurement Bylaw.

13. INSURANCE

13.1. The Town of Onoway's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Onoway and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Onoway Administration and Council. Members must adhere to the policies and procedures of the Town of Onoway and Council, including the Terms of Reference.

13.2. Committee members are not entitled to any benefits normally provided by the Town of Onoway, including those provided by the Workplace Compensation Board of Alberta and are responsible for their own medical, disability or health insurance coverage.

14. EXPULSION OF A MEMBER

14.1. The Committee may recommend to Council the expulsion of a member, or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Government Act, the Municipal Freedom of Information

TERMS OF REFERENCE

Family & Community Support Services (FCSS) Committee

and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

15. TERMS OF REFERENCE

15.1. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via administration through a report to Council.

15.2. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.