



Town of Arcola

Policy Manual

Policy Description:

Council Appointments

Policy Number: Council-007**Date Approved:** September 11, 2018**Date Revised:**

Purpose of Policy: To ensure that appointments are done on a consistent basis.

- 1) The following committee appointments will be made at the first regular meeting of council in each year:
 - Arcola Library (one member of council)
 - Prairie Place Complex (one member of council)
 - Fire Agreement Committee (two members of council)
 - Moose Mountain Health Care Corporation (one member of council)
 - SE Transportation (one member of council)
 - Sask Watershed (two members of council)
 - Red Coat Mutual Aid (member at large)
 - Parks & Recreation Board (two members of council, plus five members at large)

- 2) The following staff appointments will be made at the first regular meeting of council in each year:
 - Returning Officer
 - Deputy Returning Officer
 - Poll Clerk

- 3) The following committee appointments will be made at the first regular meeting following a municipal election or by-election:
 - Group A: Transportation Services, Protective Services, Water & Sewer Services, (three members of council, plus Mayor)
 - Transportation Services Committee's mandate is to:
 - Set policies on matters specific to the maintenance and operation of roads, sidewalks, traffic signs, street lights, public works equipment, public spaces, parks, snow removal, and airstrip;
 - Make recommendations to council.

- Protective Services Committee's mandate is to:
 - Set policies on matters specific to fire protection, policing, emergency measures, animal control, and bylaw enforcement;
 - Make recommendations to council.
- Water & Sewer Committee's mandate is to:
 - Set policies on matters specific to the maintenance and operation of water and sewer utility buildings, equipment and infrastructure owned by the municipality;
 - Make recommendations to council.
- Group B: Employee, Health & Welfare, Finance (three members of council, plus Mayor)
 - Employee Committee's mandate is to:
 - Act as a liaison between the council and employees;
 - Negotiate salaries with the employees;
 - Act as a grievance committee;
 - Make recommendations to the council on any matter related to the administration and public works staff, including employee concerns.
 - Health & Welfare Committee's mandate is to:
 - Set policies on matters specific to maintenance and construction in the areas of waste management, recycling, transfer station operations, untidy and unsightly premises, and cemetery operations in the municipality;
 - Make recommendations to council.
 - Finance Committee's mandate is to:
 - Develop a 5- year policy on a construction, maintenance, capital and financial plan;
 - Review the plan and update it each year;
 - Assist in the budgeting process each year;
 - Set policies on matters specific to the committee, as authorized by resolution of council;
 - Make recommendations to the council on any matter impacting the finances or financial health of the municipality, including debt, investments, and mill rates.
- 4) The Administrator shall be part of each of the standing committees and special committees, and will take minutes of all meetings. These minutes are to be presented to council at the next regular meeting.