



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy GV104
Standing Committee on Municipal Services

1. **Statement of Policy**

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of municipal services to report back to Town Council.

2. **Purpose of Policy**

To establish the purposes, membership, meeting schedule, notice of meeting, quorum, in-camera meetings, duties and responsibilities, and reporting of the Standing Committee on Municipal Services.

3. **Definitions**

- a. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- b. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- c. *Municipal Services Committee* – the Standing Committee on Municipal Services
- d. *SAO* - Senior Administrative Officer of the Municipal Corporation of the Town of Fort Smith
- e. *SCM* – Senior Management Committee
- f. *Senior Management Committee* – the committee consisting of the Senior Administrative Officer, and the Directors of Corporate Services, Municipal Services and Community Services
- g. *Town* – the Municipal Corporation of the Town of Fort Smith
- h. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

4. **Purposes of the Municipal Services Committee**

- a. To prepare in, cooperation with the SAO and the SMC, recommendations for the formulation of policy guidelines to ensure the efficient operations of the Town's municipal services.
- b. To thoroughly investigate all matters assigned to the Municipal Services Committee by Council and/or concerns and needs identifies by any Member of Council, the Mayor, SAO or the SCM.
- c. To receive delegations from staff, concerned citizens or professional individuals to hear and consider representations on municipal services matters.

5. Membership of the Municipal Services Committee

- a. The Municipal Services Committee shall consist of two Councillors. The Mayor by virtue of the office is also a member.
- b. A Chairman will be selected from one of the members of the committee as noted in Paragraph 5(a) above.
- c. The SAO or delegate shall attend meetings of this committee.
- d. The Executive Assistant or delegate shall attend the meetings of this committee.
- e. The Director of Municipal Services or delegate shall attend the meetings of this committee.

6. Meeting Schedule

- a. The Municipal Services Committee shall meet in Council Chambers prior to the monthly Committee of the Whole meeting.
- b. The Chairperson shall provide at least 24 hours notice prior to the holding of any meeting.
- c. Notwithstanding Paragraph 6(b) above, Municipal Services Committee may meet without notice to consider any manner that is deemed by the Chairperson to be of urgency.

7. Notice of Meeting

- a. Notice of meeting, complete with non-confidential materials, shall be provided to the Committee members not later than 24 hours preceding the scheduled Committee meeting.
- b. In the case of an emergency meeting of the Municipal Services Committee is required, a written notice of meeting may be waived and substituted with an oral summons, e-mail or text message.

8. Quorum

- a. The presence of a majority of the Council Members appointed to the Municipal Services Committee shall constitute a quorum.
- b. In determining a quorum the Mayor shall be considered as an appointed Council Member.

9. In-Camera Meetings

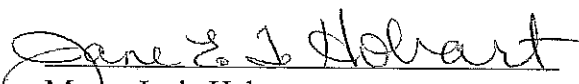
- a. Where in the opinion of the majority of the members of the Municipal Services Committee deems it necessary, it may conduct a portion of the meeting in-camera.
- b. In determining if a matter should be considered in-camera, the committee shall refer to the Council Procedures By-law.

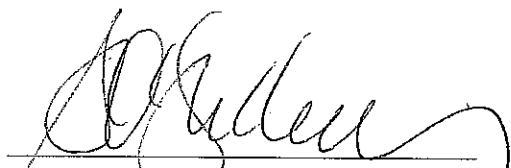
10. Duties and Responsibilities

- a. Review matters regarding water and waste water as well as the legislation governing this area that affect the municipality that are brought forth from the SAO and SMC.
- b. Review matters regarding public works operations that affect the municipality that are brought forth from the SAO and SMC.
- c. Review matters regarding facility maintenance that affect the municipality that are brought forth from the SAO and SMC.
- d. Review matters regarding the operations of the Town's environmental department that affect the municipality that are brought forth from the SAO and SMC.
- e. Review matters regarding fleet management that affect the municipality that are brought forth from the SAO and SMC.
- f. Review matters regarding the Town's protective services of fire, ambulance, bylaw enforcement and emergency preparedness that affect the municipality that are brought forth from the SAO and SMC.
- g. Review bylaw, policy and procedures recommendations regarding the municipal services operations brought forth from the SAO and SMC and forward recommendations to Council. This committee will provide direction for the development of addition bylaws, policies and procedures by the SAO or Director of Municipal Services as required.

11. Reporting

- a. The Municipal Services Committee shall report to Council on the proceeding of the Municipal Services Committee at the next Committee of the Whole following the Committee meeting.
- b. Minutes shall be taken and included as part of the report to Committee of the Whole. Any recommendations from the Municipal Services Committee will be contained in these minutes.
- c. Notwithstanding Paragraph 8(a), the Municipal Services Committee may request a Special Meeting of Council to receive any matter considered by the Committee to be of an urgent matter following the process outlined in the Council Procedures Bylaw.


Mayor Janie Hobart


A/SAO Sydney O'Sullivan