



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy GV102
Standing Committee on Corporate Services

1. Statement of Policy

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of corporate services to report back to Town Council. The Corporate Services Committee incorporates the sub-committees of Finance and Audit to oversee matters relating to the area of finance and audit and the Human Resource Committee to oversee matters relating to human resources.

2. Purpose of Policy

To establish the purposes, membership, meeting schedule, notice of meeting, quorum, duties and responsibilities, and reporting of the Standing Committee on Corporate Services and its sub-committees of Finance and Audit and Human Resources.

3. Definitions

- a. *Corporate Services Committee* – the Standing Committee on Corporate Services with sub-committees of Finance and Audit and Human Resources
- b. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- c. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- 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, Protective Services, Community Services and Municipal 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 Corporate Services Committee & Sub-Committees

- a. To prepare, in cooperation with the SAO and the SMC, recommendations for the formulation of policy guidelines to ensure an efficient operations of the Town's corporate services, finance and audit and human resources.
- b. To thoroughly investigate all matters assigned to the Corporate Services Committee or its sub-committees on Finance and Audit and Human Resources by Council

and/or concerns and needs identifies by any Member of Council, the Mayor, SAO or the SMC.

- c. To receive delegations from staff, concerned citizens or professional individuals to hear and consider representations on matters that fall under the purview of the governance and corporate services, human resources and finance and audit.

5. Membership of the Corporate Services Committee and Sub-Committee of Finance and Audit and Human Resources

- a. The Corporate Services Committee and its sub-committees of Finance and Audit and Human Resources shall consist of all Council Members. 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 Secretary or delegate shall attend the meetings of this committee.
- e. The Director of Corporate Services or delegate shall attend the meetings of this committee.

6. Meeting Schedule

- a. The Corporate Services Committee and sub-committees shall meet in Council Chambers prior to the monthly Committee of the Whole meeting or as required.
- b. The Chairperson shall provide at least 24 hours notice prior to the holding of any meeting.
- c. Notwithstanding Paragraph 6(b) above, Corporate Services Committee and sub-committees 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 Corporate Services Committee and sub-committees is required, a written notice of meeting may be waived and substituted with an oral summons, e-mail or text message.

8. In-Camera Meetings

- a. Where in the opinion of the majority of the members of the Corporate Services Committee and its sub-committees 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.

9. Quorum

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

10. Duties and Responsibilities - Corporate Services Committee

- a. Ensure the ongoing Strategic Planning required by the Town is carried out. This committee will perform regular review of the Strategic Plan, Vision and Values, and other planning documents.
- b. Review the Town's organizational structure as required.
- c. Review bylaw, policy and procedures recommendations brought forth from the SAO, SMC and the Bylaw Review Committee, and forward recommendations to Council. This committee will provide direction for the development of additional bylaws, policies and procedures by the SAO or appropriate Director as required.
- d. Ensure ongoing, effective communication with the Town's stakeholders is maintained.
- e. Develop bylaws, policies and procedures to ensure effective Council Governance.
- f. Develop a plan to provide ongoing professional development and training for Council.
- g. Review recommendations regarding legal matters brought forth from the SAO and the Town's legal counsel.
- h. Ensure ongoing, positive liaisons are maintained between the Town and the other governments and agencies which the Town has business dealings.
- i. Ensure that the Town's information technology capacity is meeting the needs of the operations of the Town.
- j. Ensure consultation of outside expertise as required when considering the Town's corporate services matters.
- k. Review the SAO's Annual Performance Appraisal, as completed by the Mayor, and make recommendations reflecting the consensus of the appraisal.
- l. Review and monitor Governance objectives including the review of minutes and recommendations of Council ad hoc committee as appointed by Council.

11. Duties and Responsibilities - Sub-Committee of Finance and Audit

- a. Ensure the ongoing financial operations required by the Town are carried out. This sub-committee will perform regular review of financial reports prepared by the Director of Corporate Services.
- b. Ensure the development and monitoring of the Town's annual budget.
- c. Review the Town's annual audit and ensure the implementation of recommendations from this report.
- d. Monitor and update the Town's Capital Plan.
- e. Ensure efficient administration of the Town's taxation process.
- f. Ensure all reporting to outside agencies and the Town's stakeholders is completed in a timely manner.
- g. Review bylaw, policy and procedures recommendations brought forth from the SAO and SMC and forward recommendations to Council. This sub-committee will provide direction for the development of additional bylaws, policies and procedures by the SAO or appropriate Director as required.

12. Duties and Responsibilities - Sub-Committee of Human Resources

- a. Negotiate any and all agreements with the Union of Northern Workers with respect to salaries and benefits and prepare a recommendation that reflects the consensus of the negotiations.
- b. Review bylaw, policy and procedures recommendations brought forth from the SAO and SMC and forward recommendations to Council.
- c. Review the Town's job descriptions as required.
 - i. In the case of the SAO and Director positions, make recommendations to Council.
 - ii. In the case of subordinate positions, the sub-committee of Human Resources will approve job descriptions.
- d. Review and evaluate staffing considerations placed before the Committee by the SMC and make recommendations to Council which may include but not be limited to: health and safety, morale, recruitment, recognition, training.
- e. That in considering any personnel matters, the terms and conditions in the Employee Collective Agreement shall be respected and adhered to.
- f. Select and interview candidates for the position of Senior Administrative Officer and Directors of Corporate Services, Protective Services, Community Services and Municipal Services, and make recommendations to Council for appointment of those Senior Management positions.
 - i. The interview Committee for the SAO position shall consist of:
 1. The Chair and Members of the sub-committee of Human Resources
 2. The Mayor

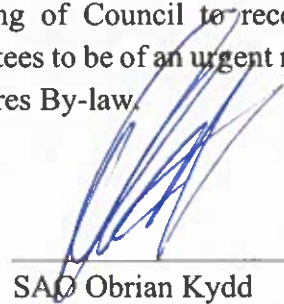
3. Additional members of Council as deemed necessary by the sub-committee of Human Resources.
- ii. The Interview Committee for any Director position shall consist of:
 1. The Chair or delegate of the sub-committee of Human Resources
 2. The SAO
 3. The Chair or delegate of the Standing Committee for that Director's Division.
 - g. The Chairperson, or delegate, shall act as the Chairperson of all other Town staffing interview committees.
 - h. Review the SAO's Annual Performance Appraisal, as completed by the Mayor, and make recommendations reflecting the consensus of the appraisal.
 - i. Negotiate, review or amend the terms and conditions of the employment of the SAO. The sub-committee shall prepare a report and recommendation to Council for consideration.
 - j. Recommend remedial action up to termination of employment of the SAO. The sub-committee shall prepare a report and recommend a course of action to Council for consideration.

13. Reporting

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



Mayor Fred Daniels



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