



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy GV105
Standing Committee on Community Services

1. Statement of Policy

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of community 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 Community Services.

3. Definitions

- a. *Community Services Committee* – the Standing Committee on Community Services
- 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, Community 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 Community 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 Community Services.
- b. To thoroughly investigate all matters assigned to the Community 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 community services matters.

5. Membership of the Community Services Committee

- a. The Community Services Committee shall consist of three 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 Community Services or delegate shall attend the meetings of this committee.

6. Meeting Schedule

- a. The Community 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, Community 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 Community 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 Community 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

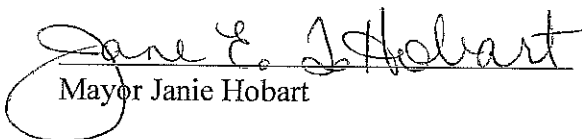
- a. Where in the opinion of the majority of the members of the Community Services Committee deems it necessary, it may conduct a portion of the meeting in-camera.
- b. In determining if a matter should be considered in-camera, the committee shall refer to the Council Procedures By-law.

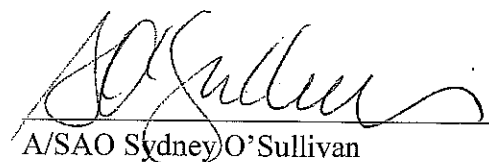
10. Duties and Responsibilities

- a. Review matters regarding the Town's recreation services that affect the municipality that are brought forth from the SAO, SMC and Recreation Advisory Board.
- b. Review matters the Town's involvement in Mary Kaeser Library that affect the municipality that are brought forth from the SAO, SMC and the Library Board.
- c. Review matters regarding visitor services that affect the municipality that are brought forth from the SAO and SMC.
- d. Review matters regarding the Town's involvement in community events that affect the municipality that are brought forth from the SAO and SMC.
- e. Ensure ongoing, positive liaisons are maintained between the Town and community organizations involved in the area of community services.
- f. Review bylaw, policy and procedures recommendations regarding the Community 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 Community Services as required.

11. Reporting

- a. The Community Services Committee shall report to Council on the proceeding of the Community 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 Community Services Committee will be contained in these minutes.
- c. Notwithstanding Paragraph 8(a), the Community 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