

**FLAGSTAFF COUNTY POLICY**

<b>Title: Boards and Committees</b>	<b>Policy: LE 004</b>
<b>Section: Legislative</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Boards and committees are a component of good governance in the County. Some are legislated and some may be formed by Council for specific purposes.

The advice that they provide and the link to the community contribute to ensuring that County interests are represented.

**POLICY STATEMENT**

**Boards and Committees**

Flagstaff County participates in three categories of Boards and Committees.

1. **Boards:** This category represents boards which are legislated, non-profit societies, or co-operatives with which the County has a vested interest in.
2. **Committees of Council:** This category represents committees that are formed by Council for a specific purpose or program. These committees are to provide direction and guidance to the operations of the County.
3. **Special Committees:** This category represents committees that the County participates in with other interested persons or groups. Council will appoint members to provide representation on these committees to collaborate and cooperate on common interests that benefit the Community of communities.

**Remuneration**

Flagstaff County will provide a fair rate of remuneration to members other than County councillors or staff appointed to the Agricultural Service Board.

Per Diem: The per diem rate will be reviewed at the annual organizational meeting and may be externally benchmarked. The rates can be found in the Fees and Charges Schedule.

Mileage and Subsistence: Mileage and subsistence will be paid in accordance with the rates set out in the Fees and Charges Schedule.

**GUIDELINES**

When a new committee is formed a terms of reference will be created to determine:

- Purpose and Term
- Objectives
- Membership and Appointment
- Meetings
- Quorum
- Reporting
- Delegated Authority

<b>Council Approved:</b> October 25, 2017	<b>Resolution #:</b> FC20171025.1010	
<b>Reference:</b> Municipal Government Act		
<b>Administrative Responsibility:</b>	<b>Review Cycle:</b>	<b>Next Review Date:</b>
Chief Administrative Officer	Every 3 years	October 26, 2020