



Prepared By: Office of the CAO

Council Approval Date: June 14, 2021

Effective Date: Upon Approval

Council Resolution No.: 21-239

References: Code of Conduct Bylaw
Procedural Bylaw
Records Management Retention Schedule Bylaw
Elected Official Appointment Policy

POLICY STATEMENT

Terms of Reference are designed to define the purpose of the committee, structure, responsibilities, and guide a committees’ business practices.

PURPOSE

The purpose of this policy is to ensure a terms of reference, is prepared and presented for each Town of Olds Committee that is represented either by Council and administration, or administration solely, except where that information is provided by bylaw.

SCOPE

This policy applies to all Town of Olds Internal Committees, except where information on the terms of reference is provided by bylaw.

RESPONSIBILITIES

The CAO, and/or designate, shall be responsible for the implementation of this policy.

DEFINITIONS

Ad Hoc or Advisory, means a Committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.

Council Committee, means an Ad Hoc, Advisory or Standing Committee, or any other body established by Council. A Council Committee does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under section 627.

Standing Committee, means a Committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation)

STANDARDS

Terms of Reference for all Town of Olds Committees shall be approved by Council.

Terms of Reference are to include:

- Purpose
- Membership
- Member Responsibilities

- Frequency of Meetings
- Guiding Principles
- Authority
- Term
- Receiving Body
- Resource and Budget

Approved: January 27, 2015
Amended: February 22, 2016, Motion 16-76
Amended: September 17, 2020, Motion 20-327
Amended: June 14, 2021, Motion 210-239