

COUNCIL COMMITTEES TERMS OF REFERENCE POLICY BYLAW

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 2023-08

A BYLAW TO PROVIDE THE TERMS OF REFERENCE FOR THE COUNCIL COMMITTEES OF FINANCE, PERSONNEL, AND PUBLIC WORKS

The Council of the Rural Municipality of North Qu'Appelle No. 187 in the Province of Saskatchewan enacts as follows:

1. Short Title

1.1 This bylaw may be cited as "The Terms of Reference Policy".

2. Purpose

2.1 The purpose of this bylaw is to establish the terms of reference policy for recommendations and responsibilities of the committees.

3. Committee Procedures and Appointments

3.1 Will be referenced to the Council Procedures Bylaw 2021-008 - Part VI 64 & 65

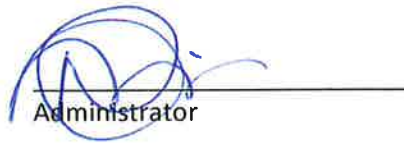
4. Terms of Reference

- 4.1 Finance Committee – Schedule 'A'
- 4.2 Personnel Committee – Schedule 'B'
- 4.3 Public Works Committee- Schedule 'C'

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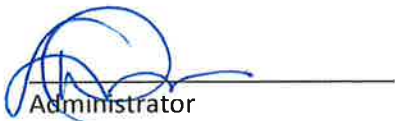



Deputy Reeve


Administrator

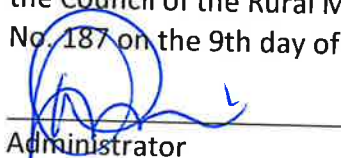
Read a third time and adopted

this 9th day of May, 2023


Administrator



Certified A True Copy of
Bylaw No. 2023-08, passed by
the Council of the Rural Municipality of North Qu'Appelle
No. 187 on the 9th day of May, 2023.


Administrator

Schedule 'A'

Rural Municipality of North Qu'Appelle No. 187

Finance Committee Terms of Reference

- Whole of council attend spring budget and long-term planning meeting
- Recommend the annual budget of the RM
- Recommend the annual mill rate and adjustment factor
- Make recommendations on the purchase of non-budget items
- Make recommendations on budgeting for capital items
- Negotiate financial contracts examples-land leases, lease agreements, office agreement et.
- Annually review and make recommendations regarding cost sharing with Organized Hamlets within the RM
- To do any ad hoc tasks as directed by RM 187 Council

Other Responsibilities

- Review the auditor's report
- At a minimum meet during the period March – April to work on the budget and October-November to compare the budget to the actual financial happenings.

Passed by Council on September 25, 2017
Resolution number 17-496
Amended by Council on April 25, 2023
Resolution number 23-228

Schedule 'B'

Rural Municipality of North Qu'Appelle No. 187

Personnel Committee Terms of Reference

- Execute and be responsible for the Personnel Conduct Policy
- Oversee the “zero-tolerance policy”
- To review, and make recommendations on salaries and oversee the salary policy (personnel policy)
- To interview for new employees
- To revise and alter policies and procedures as directed by council
- To oversee performance review of employees as per the performance review policy
- To do any ad hoc tasks as directed by council.

Passed by Council on October 11, 2017
Resolution number 17-548
Amended by Council on
Resolution number

Schedule 'C'

Rural Municipality of North Qu'Appelle No. 187

Public Works Committee Terms of Reference

- Develop and provide list of work in conjunction with projects, routine maintenance, and input from division councillors.
- Ensure the provision of adequate road surfaces for year-round usage.
- Ensure sufficient staffing levels and equipment to provide an acceptable standard of service for municipal roadways.
- Ensure all municipal equipment is well serviced and maintained and ensure acceptable standards to enable shop and property to be clean, tidy and kept in orderly fashion.
- Be responsible for, and the implementation of the works policy.
- Ensure a conduit of communication for information to works crew.
- Report work activity to council accurately and in a timely manner.
- Evaluate, monitor, and advise council of the annual capital works program, including short- and long-term plans.
- Identify cost and /or estimates of projects.
- Liaise with works foreman on equipment and supplies required to maintain adequate works, operations, and advise council of such.
- Develop gravel maps based on division councillors and grader operators input and develop policy to ensure implementation of grading maps.
- Develop policy for effective mowing operations in all divisions, including the requirement for the spraying of noxious weeds when required.
- Advise council of requirements for major road construction/re-builds.
- Develop policy for flood mitigation and any other type of foreseeable emergency within the municipality.
- Organize and arrange for contractors, (with assistance from the Administrator), when required.
- Obtain estimates (with assistance of the Administrator), for capital expense of equipment, evaluate and advise council.
- With the assistance of the Administrator, coordinate tenders of public works projects and equipment.
- Evaluate bids, estimates, and quotes on municipal projects and make recommendations to council.
- Ensure a mechanism to listen to ratepayers concerns regarding roadway infrastructure.
- Continually monitor maintenance program to ensure compatibility with changing traffic volume and flow.
- To do any ad hoc task as directed by council.

Passed by Council on October 11, 2017
Resolution number 17-547
Amended by Council on
Resolution number