

VILLAGE OF RYCROFT	Function:	Legislative
POLICY AND PROCEDURES MANUAL	Policy No.	LEG.06
	E f f e c t i v e Date:	February 2009
RESPONSIBILITY OF COUNCILLORS APPOINTED TO COMMITTEES, BOARDS OR AUTHORITIES	Supersedes:	NEW
	Amends:	

1. Purpose:

To ensure Council as a whole are informed of Committee business.

2. Committee Responsibilities

- 2.1 Annually, at the Organizational Meeting, Councillors will be appointed to serve on various in house and external committees.
- 2.2 Councillors serving on Committees shall represent the interest of the whole Village and shall keep Council informed of Committee business.
- 2.3 Following the appointment of the Mayor, Councillor or member-at-large to a committee, board or authority the Chief Administrative Officer shall advise the committee, board or authority of the appointment and the following:
 - a) That the secretary to the committee, board or authority shall forward to the Village of Rycroft a ratified copy of the minutes, of any board that holds meetings monthly within 15 days of each meeting or an unratified copy of the minutes of any board with meetings not held monthly within 15 days of each meeting, along with the dates of any scheduled future meetings, and
 - b) That where the Mayor or a Councillor is appointed to the committee, board or authority the Mayor or Councillor shall not be expected to act as advocate for the committee, and significant issues such as finding requests and long term plans should be presented to the Village of Rycroft by the Chair, or their designate, of the committee, board or authority.
- 2.4 During the Council Committee Report portion of each regular Council meeting, Councillors shall verbally update Council as a whole on the business of any Committees.
- 2.5 The Chief Administrative Officer shall maintain a register of committee, board or authority meetings, the members of Council and staff of Rycroft who attended, and where the appointed member of Council, was unable to attend. This register shall be available to each organizational meeting. The Chief Administrative Officer shall also maintain a register of scheduled committee, board or authority meetings including the committee, board or authority name, date, time and location of meetings. This register of scheduled committee, board or authority meetings shall be available to all members of Council at each regular Council meeting. If an appointed Councillor is unable to attend a Committee meeting, they shall contact the

alternate member to attend, thereby ensuring that the Village is represented at all meetings.

- 2.6 When an appointed Councillor feels that it would be beneficial to the Village to have the alternate member attend a committee meeting, in conjunction with the appointed Councillor, the alternate member will be permitted to attend, subject to the approval of the Committee membership. The alternate committee member shall have no voting privilege, when the appointed Councillor is in attendance at a committee meeting.

3. Appointment of Mayor and Deputy Mayor

- 3.1 The Council, at its first meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its members as Mayor and one of its members as Deputy Mayor.
- 3.2 When the Mayor, through illness, absence or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Mayor shall have all the powers and shall perform all the duties of the Mayor during the Mayor's inability or absence.
- 3.3 When both the Mayor and the Deputy Mayor, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Mayor.
- 3.4 A Mayor and a Deputy Mayor who have been appointed to their offices by the Council may resign their positions while retaining their seats on the Council.
- 3.5 When the Office of Mayor or Deputy Mayor becomes vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office.

4. Pecuniary Interest of Councillors

- 4.1 The Councillors of the Village of Rycroft are governed by the Municipal Government Act with respect to pecuniary interest, and are responsible to familiarize themselves with the requirements of the Act in this regard.
- 4.2 When a Councillor has a pecuniary interest in a matter before the Council, any committee of the Council or any board, commission, committee or agency to which the Councillor is appointed as a representative of the Council, the Councillor shall, if present;
 - a) Disclose the general nature of the pecuniary interest prior to any discussion of the matter;
 - b) Abstain from voting on any question relating to the matter,
 - c) Subject to subsection 4.4 below, abstain from any discussion of the matter, and
 - d) Subject to subsection 4.3 below, leave the room in which the meeting is held until the discussion and voting on the matter are concluded.
- 4.3 If the matter with respect to which the Councillor has pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.

- 4.4 If the matter with respect to which the Councillor has pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council;
- a) It is not necessary for the Councillor to leave the room; and
 - b) The Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 4.5 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced the Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillor's interest in the matter. The abstention of a Councillor for reason of pecuniary interest and the disclosure of a Councillor's interest shall be recorded in the minutes of the meeting.

5. General

- 5.1 Every member of the /council shall make and subscribe an official oath before entering on the duties and shall deposit the oath with the Village Chief Administrative Officer.
- 5.2 The Mayor and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Village policy LEG.04.