Title:	Committee Guidelines
Policy No:	2024-01
Approval:	Village Council
Effective Date:	
Supersedes Policy No:	None
Amendments:	

Policy Statement: The Council of the Village of Spring Lake will provide direction to standardize the guidelines for the formation, funding and reporting of committees.

1. Definitions

1.1 **Committee** - Made up of a combination of citizens, organizational representatives, Village staff representatives and members of Council to help handle Village affairs efficiently and orderly by representing the broader community by proving Council information, advice and recommendations regarding important community issues and topic

1.2 **Council** - the Council of the Village of Spring Lake, in the Province of Alberta.

1.3 **CAO** - the person appointed as the Chief Administrative Officer of the Village of Spring Lake.

1.4 **Village** - the Village of Spring Lake in the Province of Alberta.

2. Types of Committees

2.1 Standing Policy Committees
Council's Standing Policy Committee model allows our local government to look at issues throughout the Village with a more focused lens, providing for more Council deliberation and public participation. Standing Policy Committees are ongoing, permanent committees that report to Village Council.

2.2 Standing Committees
Standing Committees are ongoing committees established by Council, specializing in a specific matter or topic related to the community.

2.3 Special Purpose Committees
Special Purpose Committees are formed under the legislated powers of the Village but have their own constitution or bylaws.

2.4 Ad Hoc Committees
Ad Hoc Committees are short-term committees which have a specific purpose and clearly defined life span.

2.5 Joint Committees
Joint Committees are created through an agreement between two or more organizations.

2.6 External Boards/Committees
Community focused, grassroots boards and committees that have been formed by Village residents/members of the general public to address various issues of concern and advance the public interest.

3. Requests to Form Committee

3.1 When a request to create a Committee is brought to Council, Council will require the following information:

- Terms of reference
- Desired outcomes or goals of the committee
- How the outcomes and goals align with the needs of the Village and its residents.

4. Requests for Funding

4.1 If a committee is requesting funding from the Village, Council will require the following information:

- Plan, timeline, and budget outlining the steps, activities, resources, and costs required to execute the mandate of the Committee.
- Expected milestones of the Committee's activities.

5. Budgeting/Reporting

5.1 Council will require a request for funding by September 30 for the next year.

5.2 If a Council Liaison is appointed to the committee, the committee chair will provide a monthly written report to the Council Liaison to be received by the 30th of each month.

5.3 Council will require on an annual basis, the following:

- Progress report including analysis of the results of objectives and achievements.
- Budget vs Actual Financial Report.

6. Procedures

6.1 All committees must follow the Village of Spring Lake Procedural Bylaw, as amended from time to time.

7. Dissolution

7.1 A committee can dissolve if it is determined that the committee has fulfilled its mandate, no longer serves its intended purpose or for any other reason brought to the attention of Council.