

Policy: Ad-Hoc Committee Policy

Section: General Government & Public Relations Policy #2021-05

Resolution #21-192 Effective Date: July 14, 2021

1. INTENT

To create a list of procedures and guidelines in order to encourage volunteer activity in the community, and provide clarification in order to foster relationships between volunteer groups and the Gilbert Plains Municipality.

This policy will create guidelines for existing external volunteer groups who are currently working with the Municipality, as well as steps to follow for organizations which would like to partner with the Municipality for potential new projects.

2. PROCEDURES

1) For Groups to Establish a Relationship with the Municipality

- a. Groups which are looking to establish a relationship with the Gilbert Plains Municipality should contact the Chief Administrative Officer to request a delegation with Council.
- b. In order to assess whether a partnership between the Municipality and the organization is in the best interest of the Gilbert Plains community as a whole, the group should come prepared with a plan to present to Council. This plan should include, but not be limited to:
 - An overall vision/roadmap outlining the purpose for the group.
 - A specific list of projects the group would like input or assistance from Council on completing. This list should include timelines, outlines of project scope, and any other information that may help Council to decide on the merit of a potential partnership.
 - The group should also be prepared to present financial information to Council related to the potential project or projects, such as project budgets, potential sources of revenue, and funding plans.
- c. Once a presentation to council is made, and a partnership is approved partnered groups should maintain contact with the Municipality on an ongoing basis, to ensure the Municipality is made aware of any potential changes to project financial requirements or timelines.

2) Procedures for Partnered Groups

- a. Once Council has agreed to partner with an external group for one or multiple projects, groups should be largely self-governing.
- b. All partnered groups should arrange to present an update to Council once per calendar year, on or before the first regular Council meeting in February. This update meeting should be used to provide Council with a report on the year's projects, make additional arrangements for further projects, or to request additional assistance or funds to be used for current projects. The group should also present an overall financial report to Council at this meeting.
- c. All partnered groups should provide Council with reports of group activity quarterly for informational purposes.
- d. At Council's discretion, a member of Council may attend all or some meetings of the group for informational purposes. The Council member will be attending for informational purposes, and will not have any decision making ability.