
Re: Commission Representation on Community Groups / Committees

A Commissioner is accountable for the management of the Village, in accordance to the Municipal Government Act (MGA).

In all decision making a Commissioner must remain conscientious of the financial and moral ramification to the village residents.

With the above responsibility, the ensuing workload and in consideration that a Commissioner is a volunteer receiving no financial compensation for their time it will be the decision of the Commission as a whole if there is a need for a Commission representation on a community group/committee.

If a person(s) in the position of a Commissioner(s) is or decides to be a member of a community group/committee he/she does so as a community resident and not as a Commissioner UNLESS the Commission as a whole has assigned/agreed by motion to such representation.

As a Commission Representative:

1. You are responsible to bring information back to the Commission.
2. As the communication link between the Commission and a said group, if the Commission has questions, you should have the ability to provide the answers, or seek the answers from the appropriate persons.
3. You can not speak for the Commission nor commit on behalf of the Commission. Including but not limited to finances, staff assistance, support in principle, etc. unless such decisions have already been made by the full Commission and you have their permission to convey (either written or verbally) such information to the appropriate people.
4. Any decisions required from the Commission must be relayed by you or in writing by the group/committee to the Commission and a decision made by the Commission as a whole.
5. If you have concerns about the group/committee's agenda, finances, community impact, etc. your concerns should be raised and discussed with said group/committee and the Commission.

A Community Group/Committee having no member representation from the Village Commission but requires the Commission's support in principle/financial must:

1. Provide minutes from each meeting to the Village Clerk for distribution to all Commissioners for information purposes.
2. If questions/concerns/explanations are required by the Commissioners, the Chair should be available to meet with the Commissioners at a mutually agreed time for further deliberation and clarification.

Re: Commission Representation on Community Groups / Committees (Cont'd)

- 3 If a project is being considered by a community group/committee then said group should contact the Village Clerk and request time for a presentation to be added to the agenda of a regular monthly Village meeting. In most cases no decision, either for or against, will be made by the Commission after your presentation until the Commissioners have had adequate time for deliberation of any/all ramifications to Village residents which could result from supporting/not supporting such project.

Date Policy approved by Commission: _____

Commission Chair

Village Clerk Treasurer