



# Council Policy

Policy Number: ply\_EXC\_Board and Committee Member Appointments

## Board and Committee Member Appointments

Date Approved by Council: January 26, 2021

Resolution No.: 041/21

Mayor: "Original Signed – Alanna Hnatiw"

County Commissioner: "Original Signed – Reegan McCullough"

### 1. Purpose

This policy establishes the process for appointing Council Members and Public Members to internal and external Agencies, Boards and Committees.

### 2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>Year/Month/Date</i>	<i>1.0</i>	<i>New Document</i>

### 3. Persons/Areas Affected

Council  
 Council Members  
 Public Members  
 Administration

### 4. Definitions

The following definitions and interpretations apply to this policy:

*Administration* means the administrative and operational arm of the County, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the County Commissioner.

*Administrative Representative* means the Sturgeon County employee appointed by the County Commissioner to provide support to a Sturgeon County Board or Committee.

*Agency, Board or Committee* means a body to which Council is entitled to appoint members.

*Council* means the Council of Sturgeon County.

*Council Member* means a member of Council, including Councillors and the Mayor.

*County* means the Municipality of Sturgeon County.

*County Commissioner* means the person appointed as Chief Administrative Officer of Sturgeon County, or his/her designate.

*Public Member* means someone appointed by Council to an Agency, Board or Committee who is not a Council Member.

## 5. Policy Statement

5.1. Sturgeon County is committed to an open, inclusive, and equitable process of appointing members to Agencies, Boards and Committees to which Council is entitled to appoint members. The work of Agencies, Boards and Committees supports good governance and a well-run County inclusive of citizen participation.

## 6. Appointment of Council Members

6.1. The appointment of Council Members to Agencies, Boards and Committees shall occur at the annual organizational meeting of Council unless a situation arises that requires an appointment mid-year.

6.2. Prior to the annual organizational meeting of Council, the Mayor shall consult with individual Council Members to determine each Council Member's interest and availability to serve on the various Agencies, Boards and Committees. The Mayor has discretion over the form of this consultation.

6.3. Upon consulting with Council Members individually, the Mayor shall provide a recommended list of Council Member appointments in consideration of the following:

- Council Members' availability to attend meetings based on the established meeting schedule of each Agency, Board, or Committee.
- Demonstrated interest or expertise in a particular area(s).
- The opportunity for increased learning opportunities and exposure to various Agencies, Boards and Committees.
- Reappointing members in the interest of continuity, complexity, and organizational history.

- 6.4. The Mayor shall provide the recommended appointment list to Administration to include in the agenda package for the organizational meeting of Council.
- 6.5. Appointments shall occur by way of Council resolution, with a single resolution approving Council Member appointments to internal and external Agencies, Boards and Committees.
- 6.6. If the motion to approve the Council Member appointments to internal and external Agencies, Boards and Committees is defeated, Administration shall facilitate elections by secret ballot for each vacant position.
- 6.7. Administration shall notify internal and external Agencies, Boards and Committees of Council Member appointments by letter as soon as practicable.

## **7. Appointment of Public Members**

- 7.1. Annually, Administration shall advertise vacant Board and Committee positions to which Public Members are entitled to be appointed and receive applications in the form approved by the County Commissioner. This recruitment shall occur to ensure that appointments are made no later than November 30.
- 7.2. External Agencies, Boards or Committees may have separate recruitment processes, which are permitted if they meet the principles of this Policy.
- 7.3. Council seeks to appoint members that represent the diversity of the Sturgeon County community and encourages applications from all eligible candidates regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- 7.4. Once the deadline for applications has passed, Administration shall confer with the Mayor to review the applications received.
- 7.5. If a single application is received from an incumbent member, the Mayor may recommend reappointment without the requirement of an interview.
- 7.6. For Agencies, Boards and Committees where the number of eligible candidates is greater than the number of vacancies, the Mayor shall designate interview panels consisting of two Council Members, an Administrative Representative and the Chair of the respective Agency, Board or Committee. If the Chair is being interviewed, the

- Mayor shall designate an alternate Public Member of the Agency, Board or Committee to participate in the recruitment process.
- 7.7. At the completion of the interview process, Council Members shall deliberate and recommend appointment of Public Members, which shall be ratified at the next available Council meeting.
- 7.8. Council may decide not to fill all vacancies and direct Administration to re-advertise vacant Board and Committee positions if doing so would not impair the ability of an Agency, Board or Committee to achieve quorum.
- 7.9. Administration shall, with a candidate's consent, retain his or her application on file for consideration in the event that a Public Member vacancy occurs.
- 7.10. The names of candidates, including the names of candidates recommended for appointment, shall be kept confidential until approved by Council at a regular Council meeting.
- 7.11. Administration shall notify internal and external Agencies, Boards and Committees of Public Member appointments by letter as soon as practicable.

## 8. Responsibilities

The Mayor shall:

- Confer with Members of Council to recommend appointment of Council Members to internal and external Agencies, Boards and Committees in accordance with this Policy.
- Appoint Council Members to interview panels for the purpose of interviewing Public Members.
- Fulfill the responsibilities of Council Members in accordance with this Policy.

Council Members shall:

- Respond diligently and fully to the Mayor in the Council Member appointment process.
- Participate diligently and fully in the Public Member appointment process.

Council shall:

- Approve the appointment of Council Members and Public Members to internal and external Agencies, Boards and Committees in accordance with this Policy.
- Approve amendments to this Policy as required.

Administration shall:

- Provide support to the Mayor in fulfilling the requirements of this Policy.
- Present a consolidated list of recommended appointments of Council Members to Agencies, Boards and Committees at the annual organizational meeting of Council.
- Bring to Council's attention the need to appoint Council Members mid-year.
- Once the Council Member appointments are approved by Council, notify internal and external Agencies, Boards and Committees by letter as soon as practicable.
- Facilitate the recruitment of Public Members in accordance with this Policy.
- Bring to Council's attention the need to appoint Public Members mid-year.
- Once Public Member appointments are approved by Council, notify the Public Members and internal and external Agencies, Boards and Committees by letter as soon as practicable.

## 9. Cross Reference

Council Committees Bylaw 1517/20

Municipal Planning Commission Bylaw 1524/20

Agricultural Service Board Bylaw 1515/20

Subdivision and Development Appeal Board Bylaw 1410/18

Environmental Protection Appeal Board Bylaw 1519/20