

## Agency, Board, Commission, and Committee Member Appointments

**Policy Number:** CP144/2022  
**Approval Date:** May 10, 2022  
**Supersedes Policy:** N/A

### SECTION A

#### 1.0 Policy Purpose

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

#### 2.0 Definitions

The following definitions and interpretations apply to this Policy:

- 2.1 **Administration** means the administrative and operational arm of the Town of Morinville, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.2 **Administrative Representative** means the Town employee appointed by the CAO to provide support to a Town of Morinville Board or Committee.
- 2.3 **Agency, Board, Commission, or Committee** means a body to which Council is entitled to appoint members.
- 2.4 **Council** means the Council of the Town of Morinville.
- 2.5 **Council Member** means a member of Council, including Councillors and the Mayor.
- 2.6 **Mayor** means the Chief Elected Official of the Town of Morinville.
- 2.7 **Town** means the Town of Morinville.
- 2.8 **CAO** means the person appointed as Chief Administrative Officer of the Town of Morinville, or his/her designate.
- 2.9 **Public Member** means an individual appointed by Council to an Agency, Board, Commission, or Committee who is not a Council Member.

### **3.0 Policy Statements**

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

#### **3.2 Appointment of Council Members**

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

3.2.2 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, Board, Commissions, and Committees. The Mayor has discretion over the form of this consultation.

3.2.3 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, Commission, or Committee;
- demonstrated interest or expertise in a particular area(s);
- the opportunity for increased learning opportunities and exposure to various Agencies, Boards, Commissions, and Committees; and
- reappointing members in the interest of continuity, complexity, and organizational history.

3.2.4 The Mayor shall provide the recommended appointment list to Administration for inclusion in the agenda package for the Organizational Meeting of Council.

3.2.5 Appointments shall occur by way of Council resolution, with a single resolution approving Council Member appointments to internal and external Agencies, Boards, Commissions, and Committees.

3.2.6 If the motion to approve the Council Member appointments to internal and external Agencies, Boards, Commissions, and Committees is defeated, Administration shall facilitate elections by secret ballot for each vacant position.

3.2.7 Administration shall notify internal and external Agencies, Boards, Commissions, and Committees of Council Member appointments by letter or email as soon as practicable.

### 3.3 Appointment of Public Members

- 3.3.1 Annually, Administration shall advertise vacant Board and Committee positions to which Public Members are entitled to be appointed. This recruitment shall occur to ensure that appointments are made at the annual Organizational Meeting of Council, unless a situation arises that requires an appointment at another time of year.
- 3.3.2 External Agencies, Boards, Commissions, or Committees may have separate recruitment processes.
- 3.3.3 Council seeks to appoint members that represent the diversity of the Town of Morinville 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.
- 3.3.4 Once the deadline for applications has passed, Administration shall confer with the Mayor to review the applications received.
- 3.3.5 If a single application is received from an incumbent member, the Mayor may recommend reappointment without the requirement of an interview.
- 3.3.6 For Agencies, Boards, Commissions, 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, if applicable, of the Agency, Board, Commission, or Committee to participate in the recruitment process.
- 3.3.7 At the completion of the interview process, Council Members shall deliberate and recommend the appointment of Public Members, which shall be ratified at the next available Regular Meeting of Council.
- 3.3.8 Council may decide not to fill all vacancies and direct Administration to re-advertise vacant Agency, Board, Commission, and Committee positions if doing so would not impair the ability of an Agency, Board, Commission, or Committee to achieve quorum.
- 3.3.9 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.
- 3.3.10 The names of candidates, including the names of candidates recommended for appointment, shall be kept confidential until approved by Council at a Regular Meeting of Council.

3.3.11 Administration shall notify internal and external Agencies, Boards, Commissions, and Committees of Public Member appointments by letter or email as soon as practicable.

### 3.4 Responsibilities

3.4.1 The Mayor shall:

- confer with Members of Council to recommend the appointment of Council Members to internal and external Agencies, Board, Commissions, 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.

3.4.2 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.

3.4.3 Council shall:

- approve the appointment of Council Members and Public Members to internal and external Agencies, Boards, Commissions, and Committees in accordance with this Policy.

3.4.4 Administration shall:

- provide support to the Mayor and Council in fulfilling the requirements of this Policy.
- once the Council and/or Public Member appointments are approved by Council, notify internal and external Agencies, Boards, Commissions, and Committees by letter or email as soon as practicable.
- facilitate the recruitment of Public Members in accordance with this Policy.

#### **4.0 Expiry Date**

- 4.1 For the purpose of ensuring this Policy is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this Policy expires December 31, 2025.
- 4.2 This Policy shall remain in effect if the review date passes prior to formal review.

## SECTION B

### 1.0 Reference to other Policy and Legislation

*Municipal Government Act*

*Libraries Act*

Procedure Bylaw

Assessment Review Board Bylaw

Subdivision and Development Appeal Board Bylaw

Board/Committee Membership and Remuneration Policy

### 2.0 Persons Affected

Council

Council Members

Public Members

Administration

### 3.0 Divisional/Departmental Responsibility

Administrative Services / Legislative Services

### 4.0 Review/Revision History and Author

New Document, April, 2022 / Legislative Services

Original Signed \_\_\_\_\_

S. Boersma  
Mayor

Original Signed \_\_\_\_\_

Michelle Hay,  
Interim Chief Administrative Officer