

Title: Appointment to Boards and/or Committees

Policy No: 1040

Effective Date: October 11, 2022

Motion Number:

Supersedes Policy No: 1040

Department: CAO Services

Review Date: October, 2025



Legal References:

Cross References:

Bylaw 22-899 "Audit Committee"
 Bylaw 22-898 "Grande Cache Recreation Board"
 Bylaw 21-886 "Greenview Industrial Gateway Committee"
 Bylaw 21-885 "Committee of the Whole"
 Bylaw 21-884 "Policy Review Committee"
 Bylaw 20-861 "Greenview Regional Multiplex Advisory Board"
 Bylaw 18-805 "Municipal Library Board"
 Bylaw 14-722 "Green View FCSS Board Creation"
 Bylaw 13-712 "Assessment Review Board"
 Bylaw 03-399 "Municipal Planning Commission"
 Bylaw 97-224 "Agricultural Service Board Establishment"
 Bylaw 95-157 "Subdivision and Development Appeal Board Establishment"
 Policy 2004 "Employee Code of Conduct"

Purpose: To establish eligibility criteria and guidelines for public and Council appointments to Greenview Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

1. DEFINITIONS

- 1.1. **Appointment** means the act of appointing someone to serve on a Greenview Board or Committee.
- 1.2. **Boards and Committees** means any committee, board, commission or other body established by Council.
- 1.3. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or their delegate.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.

- 1.5. **Organizational Meeting** means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to Greenview Boards and Committees.
- 1.6. **Public** means a member of the public who is a resident of Greenview, a resident of a participating municipality in the case of joint boards or committees, or otherwise eligible to sit on a Greenview board or committee.
- 1.7. **Resident** means a member of the public whose current and primary residence is within Greenview or within a participating municipality in the case of joint boards or committees.

2. POLICY STATEMENT

- 2.1. The Municipal District of Greenview values public engagement. Involving the public in committees strengthens Greenview's sense of community and encourages public involvement.

3. APPOINTMENT OF COUNCIL MEMBERS TO COUNCIL COMMITTEES

- 3.1. Council Members shall be appointed to Council Committees at the annual Organization Meeting of Council, and at other times as required.
- 3.2. The appointment term for Council Members shall:
 - A) Be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a Council Committee Bylaw; and
 - B) Terminate immediately upon leaving office.
- 3.3. In the case of a mid-term Council Member vacancy, administration will bring the position in the applicable Council Committee forward for Council to make an appointment.

4. ELIGIBILITY

- 4.1 Board and Committee members-at-large shall:
 - A) Be 18 years of age at the time of appointment;
 - B) Be a current resident and/or ratepayer of Greenview unless the bylaw for the applicable committee allows otherwise;
 - C) Not be in arrears to Greenview;
 - D) Not be in litigation with Greenview;
 - E) Not have any current or outstanding compliance order issued by Greenview against them;
 - F) Be removed from the Board or Committee if the member becomes an employee of Greenview or ceases to be a Greenview resident, unless the bylaw of the applicable committee allows otherwise; and
 - G) Be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of board or committee members.
- 4.2. Greenview employees may be appointed to boards or committees, under exceptional circumstances when no public members present themselves, and provided they:
 - A) Do not violate Policy 2004 – *Employee Code of Conduct*;

- B) Do not directly administer the board, committee, or commission for which they would like to be appointed.

5. APPOINTMENTS OF MEMBERS AT LARGE

- 5.1 All appointments will be by resolution of Council unless legislation states it must be done otherwise.
- 5.2 Public appointments to eligible Boards and Committees shall be on the basis of public advertisement inviting applications from residents or other eligible persons for the appointments. Applications are to be submitted to Council for consideration and appointment.
- 5.3 Public advertisement will take place prior to the annual Organizational Meeting and Council shall approve all public appointments to Boards and Committees at the annual Organizational Meeting. If a vacancy occurs prior to the end of the term, advertisement and appointment of a new member may take place before the annual Organizational Meeting.
- 5.4 When a Committee or Board's terms of reference or bylaw allows for members that are not a resident or ratepayer of Greenview, preference will be given to Greenview residents.
- 5.5 Appointed members will be compensated in-line with the rates contained in Policy 1008 – *Council and Board Remuneration*.

6. RESPONSIBILITIES

- 6.1 Individuals appointed to a Committee must:
 - A) As part of the condition of accepting an appointment agree to abide by the mandate and objectives of the Committee or Board; and
 - B) Comply and conduct themselves in accordance with Greenview's Procedural Bylaw.
- 6.2 Members are permitted to attend meetings electronically so long as criteria in the Procedural Bylaw (Bylaw 21-876) are met.

7. LENGTH OF APPOINTMENT

- 7.1 Unless otherwise provided for by bylaw, all appointments shall be for a one-year term, commencing on the date of appointment at the Organizational Meeting.
- 7.2 If a vacancy occurs and an appointment is made mid-term, the term will be for the duration of the original one-year term for the vacant position.
- 7.3 Members may be re-appointed, upon application, for a consecutive term as determined by Council and/or subject to the limits contained within applicable legislation or bylaws.

8 RESIGNATION

- 8.1 Committee members wishing to resign their position mid-term shall submit their resignation in writing to CAO services.

8.2 Members who miss three (3) consecutive meetings without explanation and authorization from the Committee or Board Chair will be deemed to have resigned from that Committee or Board. The Council representative for this Committee or Board will request Council to have the Member removed from the assigned Committee or Board at a Council meeting following the missed meetings.

8.3 Not attending a meeting in person is permissible and will not count as a meeting missed as long as the committee member is able to attend online via zoom, telephone or another method.

9 ROLE OF COUNCIL

9.1 Council is responsible for considering applications and appointing public members to Greenview Boards and Committees.

10 ROLE OF ADMINISTRATION

10.1 The CAO or designate is responsible to review applications to determine eligibility, and to bring eligible applications forward for Council's consideration.

10.2 The CAO or designate is responsible for maintaining records of board and committee memberships.