



# TOWN POLICY

**POLICY NUMBER:** 1101

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**REFERENCE:**

Council 326.11.14

**ADOPTED BY:**

Town Council  
5 November 2014

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**PREPARED BY:** Administration

**DATE:** November 5, 2014

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**TITLE: Appointment of Members of Council, Administration and Citizens to Committees and Establishment of Council Committees**

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## **POLICY STATEMENT**

The following policy has been drafted to establish the process for appointments of Members of Council, Administration and citizens to committees and to provide guidelines for definitions, review, reporting structure, members, etc. for Council committees, new and existing. Appointment of Members of Council to Town Committees and other associations is to be made in accordance with this policy.

### **THE PURPOSE OF THIS POLICY IS TO:**

Regularize and define the circumstances under which Members of Council will be appointed to Town and external committees. This policy is subject to applicable legislation, regulations and/or bylaws.

## **2.0 DEFINITION:**

- 2.1 **“Administration”** means the Town Staff directed to co-ordinate appointments to committees;
- 2.2 **“Citizen Representative”** means a person other than a Councillor appointed to a Committee by Council.
- 2.3 **“Committee”** means a group of individuals charged with a duty to advise or act on a matter, and includes Boards, Commissions, Panels, Agencies, Associations, Corporations, Sub-Committees, Societies and other groups.

- 2.4 **“Council”** means the Municipal Council of the Town of Strathmore, in the Province of Alberta.
- 2.5 **“Council Member”** means a Councillor or the Mayor of the Town of Strathmore.
- 2.6 **“External Committee”** means a committee not established by Council
- 2.7 **“Town Committee”** means a Committee directly under Council’s authority that was established by Council.

**3.0 PARTICIPATION ON COMMITTEES:**

- 3.1 In determining Council’s participation on a Committee and making appointments of Council Members to external committees, the following will be taken into consideration:
  - a) the Town’s financial contributions to the Committee
  - b) the alignment with the Committee’s mandate to Council’s goals and objectives;
  - c) the impact the Committee has on the Town of Strathmore as a whole;
  - d) the regional impact of the Committee;
- 3.2 Council members will be appointed to all Town committees unless otherwise indicated in “Schedule A” of this policy or under other legislation.

**4.0 GENERAL APPOINTMENT POLICIES:**

- 4.1 Every appointment of a Council Member to a committee shall be made in accordance with this policy and its schedules;
- 4.2 Every appointment to a committee shall be by resolution of Council;
- 4.3 Every appointment to a committee is at the pleasure of Council, whether or not the appointment is for a specific time period. Revocation of an appointment shall be by resolution of Council;
- 4.4 The term of office for all Council Members appointed to a committee shall:
  - a) be until the next Organizational Meeting of Council, unless otherwise specified in a resolution or bylaw of Council; and
  - b) shall terminate immediately if the Council Member ceases being a Council Member
- 4.5 Council shall appoint members of the Administration to committees as applicable. The Chief Administrative Officer shall provide Council with recommendations for appointments;
- 4.6 Individuals are appointed to serve as representatives of and spokespersons for Council and to represent Council’s interest;

- 4.7 Council committees shall be established by Council by bylaw and a terms of reference for each committee shall be included in such bylaw;
- 4.8 A Terms of Reference for a Town Committee shall be included in the bylaw mentioned in section 4.7 of this policy and must be in the form prescribed in "Schedule D" of this policy;
- 4.9 Council committees shall be governed by the principles, criteria and guidelines established in this policy, and as per Council's direction use the Procedure Policy (Schedule C) as a guideline for the conduct of their meetings.

## **5.0 APPOINTMENT PROCEDURE**

- 5.1 The appointment of individuals to committees shall normally occur at the annual Organizational Meeting of Council.
- 5.2 Appointments of Members of Council to vacancies, or new appointments outside of the Organizational Meeting, shall be for a term to expire at the next Organizational Meeting, unless otherwise specified in the appointment resolution.
- 5.3 Appointments, other than Members of Council, outside the Organizational Meeting may be for a term remaining in the vacancies or until the next Organizational Meeting as determined by Council.
- 5.4 Administration shall coordinate the appointment of individuals to committees to include the following:
  - 5.4.1 Classify the agency according to the principles and criteria set forth in this policy, prior to Council first appointing a Member to the committee; and
  - 5.4.2 Provide and administer a process to provide for citizens to apply for vacancies on committees to which Council appoints, including:
    - a) Posting the Application criteria;
    - b) Compile and provide all documentation to Council required to make a decision;
    - c) Provide a process for Members of Council to express their interest in the variety of committees (Schedule B);
    - d) Prepare reports for Council regarding appointments;
    - e) Advise committees as required of the appointments of persons;
    - f) Maintain all records pertaining to appointments of individuals to committees and the membership of Council committees; and

- g) Coordinate the Chief Administrative Officer's recommendations for Administration appointments to committees.

**6.0 END OF POLICY**

**“SCHEDULE “A”**

**PRINCIPLES FOR ESTABLISHING AND MAKING APPOINTMENTS TO COMMITTEES**

**I. Characteristics of Committees**

**Town Committees**

Main Characteristics of Town Committees

- Council initiates and approves establishment of committee
- Council controls all committee appointments
- Committee reports to Council

**External Committees**

Main Characteristics of External Committees

- Council is responsible for recommending or appointing at least one committee member

**II. Town Committees: Classification Of Types Of Committees And Appointment Principles**

<b>CLASSIFICATION</b>	<b>PRINCIPLES</b>
<p><b><u>New Committees</u></b></p> <ol style="list-style-type: none"> <li>1. All new agencies established by Town Council</li> <li>2. Board compositions will be set up to allow an option to appoint a Council Member for the start-up period</li> </ol>	<p>Council will determine if a Council Member should be appointed to new agencies for a start-up period.</p> <p>Council will review a Council Member’s appointment to new agencies annually to decide whether or not the appointment should continue.</p>
<p><b><u>Quasi-judicial Boards</u></b></p> <ol style="list-style-type: none"> <li>1. Quasi-judicial boards hear and decide appeals as an impartial tribunal under legislation.</li> <li>2. Decisions or processes may be appealed to a higher jurisdiction.</li> <li>3. Town supports operation financially.</li> </ol>	<p>Council members will not be appointed to quasi-judicial boards.</p>
<p><b><u>Advisory Boards</u></b></p> <ol style="list-style-type: none"> <li>1. Agencies which advise Town Council</li> <li>2. Agencies conduct research, report on findings, and make recommendations but do not have final decision-making powers.</li> </ol>	<p>Council Members will not be appointed to Advisory Boards.</p>

<ol style="list-style-type: none"> <li>3. Town Council has the sole authority to accept or reject the advice or recommendations.</li> <li>4. Town supports operations financially or with other Town resources (e.g. staff resources)</li> </ol>	
<p><b><u>Ad Hoc Committees and Task Forces</u></b></p> <ol style="list-style-type: none"> <li>1. Agencies with a set mandate and set time limit</li> <li>2. Agencies conduct research, report on findings, and often make recommendations but do not have decision-making powers</li> <li>3. Town Council has the sole authority to accept or reject the advice and/or recommendations</li> <li>4. Town supports operation financially</li> </ol>	<p>Council will decide if Councillors should be appointed on a case-by-case basis when a committee or task force is established.</p>

**II. External Committees: Classification Of Types Of Agencies And Appointment Principles**

<b>CLASSIFICATION</b>	<b>PRINCIPLES</b>
<p><b><u>Intergovernmental Committees</u></b></p> <ol style="list-style-type: none"> <li>1. Committees which include more than one municipality or other level of government</li> <li>2. Do not generally report to Town Council</li> <li>3. Town may support operation financially or with other city resources</li> </ol>	<p>Representatives of the Town on these Committees must be Council Members.</p>
<p><b><u>Management Bodies</u></b></p> <ol style="list-style-type: none"> <li>1. Committees which are set up to operate or advise in the operation of a facility or property.</li> <li>2. Report to Town Council if the facility or property is municipally-owned.</li> <li>3. Town may support operation financially or with other Town resources</li> </ol>	<p>Representatives of the Town on these Committees may or may not be Council Members</p>

<p><b><u>Liaison Appointments</u></b></p> <ol style="list-style-type: none"> <li>1. Appointments where the role of a Councillor is mostly of a liaison nature</li> <li>2. Includes Event Bid Committees and Award/Recognition Committees</li> <li>3. Town may provide some operational support</li> <li>4. The Committee asks to have a member of Council appointed because it wishes to have that connection to local politicians.</li> </ol>	<p>Representatives of the Town on these Committees</p>
<p><b><u>Funding Bodies</u></b></p> <ol style="list-style-type: none"> <li>1. Committees which recommend to Council allocation of Town funds; or</li> <li>2. Committees which allocate funds received from a funding source other than Town Council, without further direction from Council</li> <li>3. Town may support operation financially or with other Town resources</li> </ol>	<p>Representatives of the Town of Strathmore on these Committees may or may not be Council Members.</p>

“SCHEDULE B”

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EXPRESSION OF INTEREST FORM – COUNCIL COMMITTEES

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DATE: \_\_\_\_\_

COUNCILLOR: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

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Please describe why you are interested in sitting on this committee:

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Please list any applicable experience or education that you have that feel could contribute to this committee:

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Have you ever sat on this committee before as a member of Council? If so, when?

Y / N      Date: \_\_\_\_\_

**\*\*\*Please note that all Expression of Interest Forms must be submitted to the Municipal Clerk by October 1<sup>st</sup> of each year in order to be considered at the Annual Organizational Meeting of Council.\*\*\* Please note that this form will be published in the Council Organizational Committee Meeting Agenda.**



**“SCHEDULE C”**

Please See Council Procedural Policy #1104

**“SCHEDULE D”**

TERMS OF REFERENCE

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**COMMITTEE NAME**

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- PURPOSE:** *(Define the work to be undertaken by the committee. The Purpose will also outline any specific directives to define goals and tasks of the committee.)*
- MEMBERSHIP:** *(Outlines the source of membership and the number of required citizen members, staff members, and Council members)*
- MEETINGS:** *(Outlines the frequency, location, and the date and time of meetings.)*
- TERM:** *(Outlines the term of appointment for Councillors, Staff, and Citizen Representatives. Also outlines the terms for chairperson, and vice-chairperson of the committee.)*
- AUTHORITY/  
RESPONSIBILITY:** *(Outlines the authority and responsibilities assigned to the committee and determines the spending authority granted to the committee, the formation of sub-committees to undertake specific projects, and the level of authority to negotiate and make commitments. Also outlines the reporting requirements of the committee to Council.)*