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**POLICY NO. 2.03**

**OCTOBER 27, 2015**

**TITLE: BOARD AND COMMITTEE APPOINTMENT POLICY**

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**POLICY STATEMENT:**

A commitment to community participation and service is key to the success of Westlock County. Part of that commitment can be fulfilled by selecting and appointing residents to provide direction to Westlock County's volunteer Boards and Committees (B/Cs) and the external memberships for which Westlock County has been invited to appoint members.

The appointment of members of the public to serve on Westlock County Boards and Committees is important for a variety of reasons, to:

- i. bring specific skills and expertise that contribute to good governance,
- ii. represent stakeholder groups (where appropriate),
- iii. represent specific groups of service users,
- iv. reflect the diversity of the community

**PURPOSE:**

This policy provides a guide to Members of Council in the process of volunteer appointments to Boards and Committees to ensure consistency, integrity and fairness.

**DEFINITIONS:**

**Administration** means the CAO's office.

**B/C** means a board, and/or committee to which Westlock County Council appoints members to.

**Councillor** means a current Councillor of Westlock County Council.

**County** means Westlock County.

**County residents** are people who live in Westlock County.

**Municipal Government Act (MGA)** means Alberta's Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, Current as of December 17, 2014.

**Staff** means employees of Westlock County.

## **1. OPEN, COMPETITIVE AND EQUITABLE PROCESS:**

**1.1.** The County is committed to an open, competitive and equitable appointment process to encourage a broad range of participation of County residents in the democratic functioning of the region.

- a) Openness, means that the process for applying and selection is laid out in advance and is communicated to all associated with the selection process.
- b) Competitive means public recruitment for positions and a commitment to seek suitable candidates and evaluate applicants based on merit.
- c) Equity means that practices are consistent and accessible across Westlock County and discrimination free. It includes an environment that seeks to remove barriers to the recruitment, selection and retention of a wide range of individuals including women, youth (ages 18 – 30), aboriginal people, people with disabilities and visible minorities.

**1.2.** Openness, competition, and equality are values that should reinforce and complement one another in the process of recruitment and selection of residents for appointment to Westlock County Boards, and Committees.

## **2. SELECTION STRATEGY:**

**2.1.** Council recognizes that the needs of Westlock County B/Cs are best met by candidates who match the needs of the individual B/Cs' requirements, which includes recruiting a range of diverse individuals.

**2.2.** Council also recognizes that Westlock County is best served by Boards and Committees that reflect the geography and diversity of the community to be served.

### **3. VARIATION FROM THE POLICY:**

This document articulates the general policy applicable to the appointment process. Council may, at its discretion, provide more specific direction or variance from time to time as Council sees fit when Council tries to recruit, select and retain diverse representation on its various boards and committees.

### **4. RESTRICTION FOR RELATIVES OF MEMBERS OF COUNCIL:**

**4.1.** Relatives of Members of Council (spouse, children and parents or those living in the same household as the Council Member) are not eligible for appointment to Westlock County Boards and Committees which Westlock County has been invited to appoint members to.

### **5. RESTRICTIONS ON STAFF:**

**5.1.** Staff of Westlock County or its boards or commissions are not eligible to apply for appointment to Westlock County B/Cs but they may be appointed on an ex-officio basis (by virtue of their position) to be given the right to attend and participate in discussion at meetings without being a member.

**5.2.** Staff of Westlock County may be nominated by Council to serve on external boards, provided that this is within the eligibility requirements of the external Board. In such circumstances, any honorarium paid for service on an external agency, board or committee will be paid directly to Westlock County and not the staff member.

### **6. MULTIPLE APPOINTMENTS:**

**6.1.** To encourage the broadest degree of citizen involvement no citizen will serve concurrently on more than one (1) Westlock County Board and/or committee except:

- a) a member of Council,
- b) A citizen who is appointed to a Westlock County Board or Committee may also be nominated by Council to serve on one (1) external body, or
- c) as determined by Council under special circumstances

**6.2.** If Council appoints a person to more than one Board and/or Committee, Council should state their reason(s) for appointing that person to multiple Boards and/or Committees.

**7. TERMS OF APPOINTMENT:**

**7.1.** Council will establish a set term for each appointment to a B/C. In general the term will be for three years terms.

**7.2.** Despite the term of appointment, all citizens are appointed at the pleasure of Council and Council retains the right to replace any appointed member at any time and for any reason.

**7.3.** The Council document appointing citizen members shall state the name of the appointee, the board or committee, the term of the appointment and the fact that they have been appointed at the pleasure of Council.

**8. LIMIT ON LENGTH OF SERVICE:**

**8.1.** Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may apply for a subsequent term.

**8.2.** Westlock County also recognizes the importance of engaging as many residents as possible and infusing new ideas and perspectives. To facilitate this, length of service for any citizen is two (2) consecutive terms on the same Board or Committee.

**8.3.** Notwithstanding any provision in this policy, Council may allow a person to sit on an B/C beyond the two term limit if Council has good reason(s) for doing so, and so states the reason.

**9. OTHER EXCEPTIONS:**

**9.1. *Community-based B/Cs***

For community-based boards the term is set by the Board, but the term may not exceed three (3) years. Any citizen who has served six (6) or more consecutive years on a community-based board may not be reappointed to the same board in the following term, unless section 8.3 applies.

## **9.2. External Boards**

For external bodies, citizen appointments for terms set by the body inviting Westlock County Council to nominate members: The limit for serving on an external body will depend on the requirements set forth by the body inviting the nomination. However, any citizen who has served six (6) or more consecutive years on an external body may not be nominated by Westlock County for reappointment to the same B/C for the following term, unless section 8.3 applies.

## **10. PARTIAL TERMS:**

**10.1.** From time to time, Council may need to fill a vacancy that arises during the middle of a term on a B/C.

**10.2.** Depending on the amount of time remaining in the term for which the vacancy described in section 10.1 arises, that amount of time may count towards the maximum length of service or maximum number of terms on the B/C for the appointee who fills the vacancy.

## **11. STAGGERED TERM:**

Gradual turn over can be achieved by Council, ensuring that there is a balance of new residents and returning incumbent residents recommended for each term.

## **12. CONTINUING PAST THE END OF TERM:**

Members can continue to serve on a B/C past the end of their term, at the pleasure of Council, until successors are appointed.

## **13. REAPPOINTMENTS WHEN MAXIMUM SERVICE REACHED:**

**13.1.** To ensure healthy turnover, effort should be made to achieve a balance between new members and those with experience serving on the B/C.

**13.2.** Subject to the exemptions noted below, incumbents who reapply for appointment beyond the stated maximum length of service on the same B/C will be deemed ineligible. Their applications can only be considered under special circumstances such as an insufficient number of applications having been received:

- a) from eligible and qualified applicants, or
- b) from incumbents who are eligible to be reappointed, and thereby
- c) the B/C would suffer from a lack of continuity if all members are replaced at once.

**13.3.** When Council decides to reappoint an incumbent who is approaching the end of their second consecutive term on an B/C, Council should identify those special circumstances, if any, prior to Council waiving the limit on length of service.

#### **14. VACANCIES:**

**14.1.** A vacancy on a B/C is created when a member resigns or vacates the position for any reason effective the earliest of:

- a) The date of resignation,
- b) the date the member is removed by Council,
- c) The date of death or other incapacitation.

#### **15. LEAVES OF ABSENCE:**

**15.1.** Citizen B/C members who run for elected office shall take a leave of absence from the B/C.

**15.2.** The leave of absence begins the day the member is nominated as a candidate standing for election.

#### **16. TIMING OF APPOINTMENTS:**

Generally, the public appointments process will begin 60 days prior to the organizational meeting in October to allow Council to consider potential applicants for appointment.

## **17. ADVERTISING RECRUITMENT:**

### **17.1. *Standard Recruitment***

Where skills and interests required of appointees are general in nature, The standard recruitment process used by Westlock County for Boards and Committees is to invite applications and expressions of interest through an advertisement to the public at large.

### **17.2. *Special Expertise***

Where special expertise is required for a Board or Committee, applicants should be able to demonstrate that they have the relevant expertise in order to be considered.

## **18. APPLICATIONS:**

**18.1.** During the recruitment process, application forms are made available by fax, mail, email or at Westlock County's office at 10336 106 street in the town of Westlock.

**18.2.** Applicants must submit their completed application forms to the Westlock County office on 106 street in the town of Westlock. This can be done by email, fax, mail, or in person.

**18.3.** Applicants may submit a resume or other pertinent information along with the completed application form.

## **19. INCUMBENTS:**

Incumbents who are eligible and willing to seek reappointment to Westlock County B/Cs, or External boards to which Westlock County makes appointments, must reapply in the same manner as other applicants to be considered for appointment.

## **20. SELF-IDENTIFIED DIVERSITY INFORMATION:**

In order to enable Westlock County to achieve the objectives of access, equity and diversity, applicants are encouraged to include self-identifying information in their applications for appointments.

## **21. SCREENING FOR ELIGIBILITY:**

**21.1.** Administration will review the eligibility requirements and identify those applicants that are eligible for appointment.

**21.2.** Administration will also identify which applications are incomplete and whether an applicant is a current incumbent, and if so, the length of service.

## **22. SELECTION PROCESS:**

**22.1.** Council should strive to achieve a balance of:

- a) Qualified candidates covering the range of qualifications specified by the Terms of reference of the B/C,
- b) Experienced and new members,
- c) Geographic representation,
- d) diversity including women, youth (18 – 30), aboriginal people, people with disabilities and other visible minorities.

## **23. COMMUNICATIONS FOLLOWING THE APPOINTMENTS:**

When Council makes an appointment, the administration will advise all applicants of the status of their applications, thanking all applicants for their interest.

## **24. MEMBERS OF COUNCIL – POTENTIAL CONFLICT OF INTEREST:**

**24.1.** Members of Council who have a conflict of interest as per sections 170 to 173 of the *Municipal Government Act* with respect to an applicant for a B/C must:

- a) Declare the conflict at any meeting where the member of Council is present and the applicant is going to be discussed,
- b) Describe the nature of the conflict, and then
- c) Remove themselves from those parts of the meeting during which that applicant is being discussed and decided on.



## **25. ACCESS TO APPLICATIONS:**

Only members of Council and designated staff will be provided with copies of applications.

## **26. CONFIDENTIALITY REQUIREMENTS AND OBLIGATIONS:**

**26.1.** Members of Council and staff may not disclose or otherwise disseminate:

- a) information contained in any confidential list of applicants, or
- b) any application or confidential information received at in-camera sessions.

## **27. ORIENTATION OF NEW BOARD MEMBERS:**

**27.1.** Administration will arrange session(s) to provide an orientation for all new members on the operation of the B/C and County expectations.

**27.2.** In certain cases, new appointees may be required to attend mandatory training to enable them to carry out their responsibilities as members of the B/C.

## **28. GENERAL STANDARD OF CONDUCT:**

**28.1.** Members of the public who are appointed to a Westlock County B/C must serve and be seen to serve in a conscientious and diligent manner that promotes public confidence, and is respectful of difference and diversity.

**28.2.** No member of a Westlock County B/C will use the influence of the position to which s/he is appointed for any purpose other than the exercise of official duties.

**28.3.** Members are expected to strive to serve the public interest by upholding both the letter and spirit of the laws and policies established by the federal Government, the Province of Alberta, and Westlock County.

**29. CEASING TO MEET GENERAL REQUIREMENTS:**

Any B/C member who accepts an office or employment, or has a conflict of interest that is incompatible with continued service on a B/C or ceases to meet the general requirements of the appointment must immediately notify, in writing, the B/C and Administration.

**30. MEETING ATTENDANCE REQUIREMENTS:**

**30.1.** A member of a B/C who fails to attend three (3) consecutive meetings of the B/C without having been excused by resolution of the B/C will be deemed to have resigned from the B/C.

**30.2.** Under the conditions of section 30.1, the position may be declared vacant and the B/C must advise administration who will advise Council of the vacancy that has occurred.

MOTION: \_\_\_\_\_

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

\_\_\_\_\_  
Peter Kelly  
Chief Administrative Officer