



APPOINTMENTS TO BOARDS/COMMITTEES POLICY

Policy Number:	ADM 04
Administered By:	CAO
Approved By:	Chief Administrative Officer
Effective Date:	January 2018

Purpose:

The Town of Fort Macleod encourages and supports the involvement of citizens and others who have a working relationship with Town, who wish to participate as a member on a Board or Committee that provides service to local residents. This will ensure a varied cross section of representation and a fair and reliable process for recruitment of such participants.

Scope:

This Policy covers all Boards and Committees that provide service to Town of Fort Macleod residents.

Responsibilities:

The Chief Administrative Officer will be responsible to ensure the integrity and application of this Policy.

Town Council will be responsible to act as the Nominating Committee.

Town Council, Boards and/or Committees will be responsible for defining membership criteria, including number of members and length of membership terms in their Terms of Reference or Bylaws.

Policy:

The Town of Fort Macleod Town Council will be responsible for a fair and reliable process that monitors all nominations and appointments to various Boards and Committees that provide service to the Town's residents. This will ensure that members of the community, who are willing to volunteer their time, are able to participate in local activities.

All residents, property owners, business owners, and employees of businesses in the Town shall be eligible to serve on Boards/Committees, subject to specific legislative requirements or requirements in the Council approved Board/Committee Terms of Reference or Bylaws.

Procedure:

Positions that are available on the various Boards and Committees will be determined by either the group's Terms of Reference or their Bylaws.

When there is a vacancy, a new term, or a need to add members to the Board or Committee the following process will be followed:

Note: If there is a set term on a Board/Committee, as defined by the Terms of Reference or Bylaws, then members of the Board/Committee will need to re-apply and follow the process below to be considered for reappointment.

Application Process

- Notice of the appointment process, for both the beginning of a Board/Committee term or for the filling of any vacancies, will be published in the Macleod Gazette and on the Town website.
- This Notice shall contain the name of the Board/Committee, the approximate number of meetings per year, the usual meeting date/time and a brief description of the Board/Committee.
- All interested applicants must fully complete the standard application form which can be downloaded from the Town website or obtained from the Town Office.
- The application form for each Board/Committee will include the Terms of Reference or the bylaws of the Board/Committee as well as any applicable legislation as available.
- The application form will require applicants to confirm they have read all documents attached to the specific application.
- A deadline for applications will be identified. No late applications will be accepted.

Nominations

- The Nominating Committee is comprised of all members of Town Council.
- All applications received by the established deadline will be forwarded to the Nominating Committee which will be responsible for reviewing the applications and recommending appointments.
- The applicant review process will be completed in camera as the process involves reviewing personal information of the applicants.
- The Nominating Committee will make recommendations at a formal meeting of Council.
- Council will consider the recommendations and appoint members by resolution.
- Appointments will be made as soon as reasonably possible at the beginning of a Council term of office. This will be accomplished and reviewed at each of Council's organizational meetings in October annually.
- The Clerk will notify all applicants, in writing, of Council's decision and retain all applications on file for a maximum of twelve (12) months from the date of the Council decision.

Appointment Terms & Resignations

- Members will be appointed for terms specific to each Board/Committee's Terms of Reference or resolution. Notwithstanding the foregoing, members will continue to serve until their successors are appointed by Council.
- If a member misses more than three (3) consecutive meetings or twenty-five percent (25%) of the annual meetings:
 - Council must be notified by the staff person who is supporting the Board/Committee.
 - The appointee will be deemed to have forfeited their position on the Board/Committee, subject to an opportunity for the member to address Council, in writing, regarding their absenteeism.
 - Board/Committee Chairs will also address Council, in writing, regarding the appointee's absenteeism.
 - Council reserves the right to make the final decision regarding ending committee appointments.
- A member may resign from a committee at any time. The resignation will take effect as of the date of resignation provided and upon notification of the Clerk.
- Council reserves the right to change membership at any point during a Board/Committee term.

Mid-term Vacancies

- A mid-term vacancy may occur if:
 - A member informs the Town in writing of their resignation
 - A member no longer meets the eligibility requirements
 - A member misses more than three (3) consecutive meetings or twenty-five percent (25%) of the annual meetings without the approval of the Board/Committee by resolution and affirmed by Council.
- Mid-term vacancies for all Town Board/Committee will be filled as required throughout the year.
- Appointments will only be made for the remainder of the Board/Committee term.
- Members appointed mid-way through a Board/Committee term will be eligible to serve for a maximum of 8 years, commencing with their first full two-year term or as stipulated in a bylaw or by resolution.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.

A handwritten signature in blue ink, appearing to read "Sue Keen", written over a horizontal line.

CAO – Town of Fort Macleod