

COUNCIL COMMITTEE APPOINTMENTS

Date Issued: June 23, 2020 – R197-20

Mandated by: Council

Current Revision: June 23, 2020

Cross Reference:

- GOV-017-C Council Committee Appointments Procedure

Next Review: January 1, 2023

Responsibility: Director, Legislative Services

1. PURPOSE

- 1.1 To provide direction for Council Members, Administration, and the public on the process and appointment of Members to authorized Committees.

2. POLICY

- 2.1 Members are appointed to various Committees throughout their term on Council in accordance with the MGA and Council's Code of Conduct Bylaw.
- 2.2 All Members shall have the ability to participate in the review and deliberation process to determine proposed Member committee appointments.

3. DEFINITIONS

- 3.1 *Administration* – means the administrative and operational arm of the City, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the City Manager.
- 3.2 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.3 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 3.4 *Committee* – means an agency, board, committee, commission, or other body established by Council, or those bodies which require Council membership through the City's membership and obligations.
- 3.5 *Council* – means the Mayor and Councillors of the City, both together as a whole and individually.
- 3.6 *Members* – means members of Council who are appointed to Committees by Council at the annual organizational meeting, or as required throughout the year.
- 3.7 *MGA* – means the *Municipal Government Act*, RSA 2000, C. M-26, and associated regulations, as amended.
- 3.8 *Members* – means members of Council who are appointed to Committees by Council at the annual organizational meeting, or as required throughout the year.

4. GUIDING PRINCIPLES

- 4.1 Administration shall provide Members with an introduction to the various Committees, prior to or during the Council orientation training, following a municipal election.
- 4.2 Member appointments shall be reviewed and recommended annually by all Members, in accordance with the provisions of this Policy and the Council Committee Appointments Procedure GOV-017-C.
- 4.3 When recommending Member appointments, decisions shall be made in a fair and transparent manner.
- 4.4 During the Members' review and discussion on proposed appointments, flexibility should be considered to allow a Member to change an appointment with another Member, if suitable and agreed upon by both parties and approved by Council.
- 4.5 The Mayor is an ex-officio non-voting Member of all Council Committees, unless Council provides otherwise, or if the Mayor is specifically appointed to a Committee.
- 4.6 The Mayor or another Member may attend a Committee meeting and receive voting rights on behalf of an absent Member, if permitted by that Committee's bylaws or terms of reference.
- 4.7 During the annual appointment process, consideration shall be given to weighing the benefits of proposing Members for either new appointments or reappointments.
 - a. New appointments may provide Members with increased learning opportunities and exposure to various Committees.
 - b. Reappointments may be warranted in certain Committees, for instances when it is deemed to be beneficial due to continuity, complexity, knowledge, organizational history, training requirements, etc.
- 4.8 Members have dual roles when appointed to Committees, and when acting in the role as a Committee Member, must do so in the best interest of the Committee. Members may take into account the best interests of the municipality, but not to the exclusion of the Committee's best interests.
- 4.9 In accordance with the MGA and Council Code of Conduct Bylaw, Members shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in Committee meetings to which they are appointed.
- 4.10 Members shall provide Committee information and updates to Council, Administration, and the public, as required.
- 4.11 Members shall keep matters discussed at Committee in-camera meetings confidential until such time that they may be discussed at a meeting held in public.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Legislative Services is responsible for the implementation and monitoring of this Policy.

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Current Revision: June 23, 2020

Cross Reference:

- GOV-017-C – Council Committee Appointments Policy

Next Review: January 1, 2023

Responsibility: Director, Legislative Services

1. PURPOSE

- 1.1 This Procedure shall be used to carry out the necessary processes associated with the Council Committee Appointments Policy GOV-017-C.

2. DEFINITIONS

- 2.1 *Administration* – means the administrative and operational arm of the City, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the City Manager.
- 2.2 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.3 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 2.4 *Committee* – means an agency, board, committee, commission, or other body established by Council, or those bodies which require Council membership through the City's membership and obligations.
- 2.5 *Council* – means the Mayor and Councillors of the City, both together as a whole and individually.
- 2.6 *Legislative Services* – means the Administration for the City's Legislative Services Department.
- 2.7 *Mayor* – means the Chief Elected Official for the City, and who is also a Member of Council.
- 2.8 *MGA* – means the *Municipal Government Act*, RSA 2000, C. M-26, and associated regulations, as amended.
- 2.9 *Members* – means members of Council who are appointed to Committees by Council at the annual organizational meeting, or as required throughout the year.

3. PROCEDURE

3.1 Process for Member appointments:

- 3.1.1 Legislative Services shall provide background information on the Committees, along with the Committee Appointment Preference Form so that Members can indicate their preferred choices for Committee appointments.
- 3.1.2 Members shall complete the Committee Appointment Preference Form ranking their top five preferred Committee choices.
 - a. Incomplete Committee Appointment Preference Forms shall be returned to Members for completion. This includes not indicating five choices.
- 3.1.3 All completed Committee Appointment Preference Forms shall be returned to Legislative Services for compiling.
- 3.1.4 In-camera, completed forms shall be distributed to all Members of Council in preparation for them to review and discuss proposed appointments, based on the preferred choices that have been submitted.
- 3.1.5 If Members are agreeable to the proposed appointments, the appointments shall be presented at the organizational meeting or regular meeting as required, for Council approval.

3.2 Member appointment objections:

- 3.2.1 When Members object to their proposed appointments:
 - a. resolution may be achieved through discussion among all Members;
 - b. a Member may voluntarily agree to alter their proposed appointments, or switch with another Member so long as both Members agree and revised appointments are approved by Council;
 - c. if resolution can be achieved through discussion, the appointments may be presented at the organizational meeting or regular meeting as required, for Council approval; or
 - d. if resolution cannot be achieved through discussion, Members shall deliberate on the specific appointments in dispute in open session, and subsequently vote on the appointments at the organizational meeting or regular meeting.
- 3.2.2 When Committee Preference Forms are submitted and more than one Member has requested the same Committee appointment:
 - a. if resolution can be achieved through discussion among the Members who requested the same appointment, the appointments shall be presented at the organizational meeting or regular meeting as required, for Council approval; or
 - b. if resolution cannot be achieved through discussion, Members shall deliberate on the specific appointments in dispute in open session, and subsequently vote on the appointments at the organizational meeting or regular meeting.

3.3 Rotation of appointments:

- 3.3.1 Committee appointments shall be reviewed and approved by Council on an annual basis, based on the completion of Member Committee Appointment Preference Forms.
- 3.3.2 Consideration shall be given to providing Members with opportunity for exposure to a variety of Committees during their 4-year term.
- 3.3.3 Circumstances may warrant the re-appointment of Members to a Committee, where there may be benefit received due to continuity in membership, necessary training requirements, complexity of the Committee, etc.

3.4 Committee reporting:

- 3.4.1 Members shall be required to provide information updates, which they believe may be informative to the public, impact the operations of the City, or which may be of importance to Council.
- 3.4.2 Members shall report on matters to achieve public exposure for an initiative of the Committee.
- 3.4.3 Reporting may be done at the Member's discretion:
 - a. verbally during the Points of Interest portion of a regular Council or Committee of the Whole meeting;
 - b. through submission of an agenda item to be included in the Council agenda package Points of Interest portion;
 - c. through e-mail updates sent to all Members; and
 - d. for matters of public interest, through the City's routine methods of communication.