

## **MUNICIPAL BOARDS AND COMMITTEES**

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Date Issued: February 27, 1978

Mandated by: City Council

Current Revision: November 13, 2018, R312-18

Cross Reference:

- Municipal Boards and Committees Procedure GOV-007-C
- Application Review Committee Terms of Reference

Next Review: January 1, 2021

Responsibility: Director, Legislative Services

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### **PURPOSE**

To provide direction on the appointments for Council and public Members to municipal boards and committees, as well as the establishment of new municipal boards and committees for the City of Fort Saskatchewan.

### **POLICY**

The City recognizes and values the use of municipal boards and committees to aid in the process of effective, responsible and efficient government.

### **DEFINITIONS**

*ARC* – means the Application Review Committee, which carries out the interview process and recommendation for public Member appointments and subsequent approval by Council.

*City* – means the municipal corporation of the City of Fort Saskatchewan.

*City Manager* – means the Chief Administrative Officer appointed pursuant to the MGA.

*Council* – means the municipal Council for Fort Saskatchewan.

*Members* – means Council and/or public Members appointed by Council to municipal boards and committees.

*MGA* – means the *Municipal Government Act* for Alberta.

*Staff Liaison* – means a designated employee of the City, who acts in a liaison capacity for a municipal board or committee.

*Terms of Reference* – means a document approved by Council which defines the purpose and

structure of a project, committee, or a collection of people who have been appointed by Council to work together to accomplish a shared goal.

## **1. GUIDING PRINCIPLES**

### Boards and Committees:

- 1.1 Work on behalf of Council, through information sharing, public involvement and collaboration in the process of local government with the City.
- 1.2 Provides an opportunity to assist with the City's decision-making process.
- 1.3 Recruits and utilizes the expertise and experience of Members from within the community to provide information and support to Council, and to carry out their role, which has been approved by Council.
- 1.4 Shall refer to all internal and external municipal boards and committees in which may act in an advisory or quasi-judicial capacity.
- 1.5 Unless otherwise provided for, boards and committees shall use Robert's Rules of Order for parliamentary procedures.

## **2. ESTABLISHMENT**

- 2.1 In conjunction with this Policy and the Municipal Boards and Committees Procedure GOV-007-C, Council may establish boards and committees, as required.

## **3. APPOINTMENTS**

- 3.1 Public Members shall be appointed by Council.
- 3.2 Public Members appointed to a board or committee shall be:
  - a) 18 years of age;
  - b) a resident of Fort Saskatchewan prior to application submission.
- 3.3 Council Members shall be appointed to municipal boards and committees at Council's annual organizational meeting, or as required.
- 3.4 Council may appoint a youth or other public Member to a board or committee, should the appointment be deemed appropriate.
- 3.5 The required skill set for a board or committee shall be considered when advertising is undertaken for public member appointments.

**4. REMUNERATION & EXPENSES**

- 4.1 Unless specified in this section, public Members shall serve on a board or committee without remuneration.
- 4.2 Members of the Subdivision and Development Appeal Board (SDAB) are eligible for remuneration, as per the City's SDAB Bylaw.
- 4.3 Members of the Assessment Review Board (ARB) are eligible for remuneration and to claim expenses, as per the current Capital Region Assessment Services Commission Memorandum of Understanding.
- 4.4 Public Member expenses, e.g., mileage, supplies, food must be within approved budget, pre-authorized, and approved by the Staff Liaison to the board or committee.
  - a) Members appointed to the River Valley Alliance may require extensive driving between participating communities, and shall be compensated for mileage, in accordance with the City's approved mileage rate.
  - b) Members participating in required SDAB or ARB training shall be eligible to claim pre-authorized expenses, which are within an approved budget.

**5. TRAINING**

- 5.1 Members of the SDAB are required to undertake and successfully complete mandatory provincially approved training every 4 years, and participate in other training recommended by the City, as required.
- 5.2 Members of the ARB are required to undertake and successfully complete mandatory provincial training every 3 years, and participate in other training recommended by the City, as required.
- 5.3 Training shall be provided to all Members and Staff Liaison to fulfill the obligations to the board or committee.

**6. ATTENDANCE**

- 6.1 Members shall endeavor to attend and actively participate in all meetings.
- 6.2 Any public Member absent for 3 consecutive meetings, without providing reasonable cause to the Chair or Staff Liaison in advance of the meeting, may have their appointment rescinded by Council.
  - a) For those boards or committees which do not have a dedicated Chair, public Members shall advise the Staff Liaison of their absence in advance of the meeting.

- 6.3 The MGA shall provide the mechanism for oversight of Council Members, with respect to attendance.

## **7. RESPONSIBILITIES AND EXPECTATIONS – COUNCIL MEMBERS**

- 7.1 Council Members appointed to a municipal board or committee shall:
- a) inform fellow board or committee Members of issues which may affect the goals and objectives of the board or committee, while being cautious not to share confidential information; and
  - b) liaise between Council and the board or committee, providing information and clarification, as required.
  - c) when necessary and appropriate, provide insight into board and committee recommendations when presented to Council.
  - d) provide assistance to the Staff Liaison when preparing reports and making presentations to Council.
- 7.2 Council Members have dual roles when appointed to a board or committee, and when acting in the role of a board or committee Member, must do so in the best interest of the board or committee.
- a) Council Members may take into account the best interests of the municipality, but not to the exclusion of the board or committee's best interests.

## **8. RESPONSIBILITIES AND EXPECTATIONS – PUBLIC MEMBERS**

- 8.1 Public Members appointed to a board or committee shall:
- a) ensure that they actively participate in their board or committee meetings and related events; and
- 8.2 Participate in Council updates and presentations, as required.

## **9. RESPONSIBILITIES AND EXPECTATIONS - STAFF LIAISON**

- 9.1 The board or committee Staff Liaison shall:
- a) provide orientations to new Members;
  - b) carry out an administrative, secretarial, and policy advice role;
  - c) remain impartial to all Members;

- d) not participate in voting at meetings;
  - e) be mindful of any recommendations proposed by the board or committee, which may contradict City bylaws, policies, or any other related legislation;
  - f) act as an administrative resource for Members; and
  - g) ensure that their respective board or committee has an approved Terms of Reference or bylaw in place.
- 9.2 Should the Staff Liaison feel that the activities or requirements of the board or committee extend beyond the scope of their role and responsibilities, the Staff Liaison shall discuss the matter with their supervisor, and/or City Manager as required.

**10. AUTHORITY/RESPONSIBILITY TO IMPLEMENT**

- 10.1 The City Manager is responsible for administrative compliance with this Policy.

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Responsibility: City Council

Current Revision: November 13, 2018, R314-18

Cross Reference:

- Municipal Boards and Committees Policy GOV-007-C
- Application Review Committee Terms of Reference

Next Review: January 1, 2021

Responsibility: Directory, Legislative Services

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### **PURPOSE**

To provide direction and procedures on the appointment process for Council and public Members to municipal boards and committees, as well as the establishment of new municipal boards and committees for the City of Fort Saskatchewan.

### **DEFINITIONS**

*ARC* – means the Application Review Committee, which carries out the interview process and recommendation for public Member appointments and subsequent approval by Council.

*City* – means the municipal corporation of the City of Fort Saskatchewan.

*City Manager* – means the Chief Administrative Officer appointed pursuant to the MGA.

*Council* – means the municipal Council for Fort Saskatchewan.

*Mayor* – means the Chief Elected Official for the City, who is also a Council Member.

*Members* – means Council and/or public Members appointed by Council to municipal boards and committees.

*MGA* – means the *Municipal Government Act* for Alberta.

*Staff Liaison* – means a designated employee of the City, who acts in a liaison capacity for a municipal board or committee.

*Terms of Reference* – means a document approved by Council which defines the purpose and structure of a project, committee, or a collection of people who have been appointed by Council to work together to accomplish a shared goal.

*Pecuniary Interest* – means a matter that could monetarily affect a Member or a Member’s family, as referenced in the MGA. A Member’s family is defined as a spouse, adult interdependent partner, children, parents, and parents of a spouse or adult interdependent partner.

## **1. ESTABLISHMENT**

- 1.1 In determining when/if a board or committee should be established, Council shall refer to the criteria for *Creating a Municipal Board or Committee*, attached as Schedule “A” to this Procedure.
- 1.2 When a board or committee is established, Council shall by resolution or bylaw and in accordance with the MGA, adopt a Terms of Reference or bylaw which shall include:
  - a) the mandate for the board or committee;
  - b) the composition of the board or committee and the role of their Members;
  - c) the term for appointment of board and committee Members; and
  - d) the requirements for reporting to Council.
- 1.3 Council shall allocate an annual budget or other resources necessary to support the activities of the board or committee.
- 1.4 The City Manager shall designate the position who will carry out the Staff Liaison role required for providing administrative advice and support to the board or committee.

## **2. APPLICATION REVIEW COMMITTEE**

- 2.1 The ARC consists of:
  - a) one or more Council Members, who shall be appointed at the annual organizational meeting, or as determined by Council;
  - b) the Chair or designate of a board or committee; and
  - c) the applicable Staff Liaison, who acts in an advisory and administrative role.
- 2.2 The ARC shall review all applications received for vacancies on a board or committee, which may occur from the expiration of a term, due to a resignation, or from other circumstances.

- 2.3 The Legislative Services Department shall coordinate all applications received, and schedule interviews on behalf of the ARC.
- 2.4 All Members of the ARC actively participate in the interview and selection process.
- 2.5 Those applicants reapplying to serve for an additional term on a board or committee may be requested to attend an interview for the additional term.
  - a) The ARC has discretion whether to request an interview with a reapplying public Member.
  - b) The reapplying Member's participation and service on the board or committee shall be considered in the review process.
  - c) The ARC may first consider current member appointments serving partial terms, when full-term vacancies occur.

### **3 RULES OF PROCEDURE**

- 3.1 All Members appointed to a municipal board and committee shall conduct their business in accordance with this Procedure, the Municipal Boards and Committees Policy GOV-007-C, and the board or committee Terms of Reference or bylaws.
- 3.2 A board or committee may appoint one or more sub-committee to consider or inquire into any matter that falls within its mandate. A sub-committee shall then report their findings to the board or committee.
- 3.3 To benefit from additional expertise, a board or committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.
- 3.4 No action of a board or committee, except where a power to act has been granted by Council or as legislated, shall be binding on the City.

### **4 BOARD AND COMMITTEE MEMBERSHIP**

- 4.1 Council Members:
  - a) All Council appointments on municipal boards and committees are coordinated by the Mayor, in consultation with Council Members, and subsequently approved at the organizational meeting, or as determined by Council.
- 4.2 Public Members:



- a) Annually in September, those board and committee Members whose terms are set to expire but are eligible for reappointment, shall be asked to provide written confirmation of their interest for reappointment.
- b) Once the number of board and committee vacancies is determined, notification of such vacancies shall be published on the City's website and in local newspapers.
- c) Application forms shall be made available at City Hall and on the City's website.
  - i. Completed application forms shall be accepted throughout the year and may be retained by the Legislative Services Department on file for 6 months, for consideration should additional vacancies occur.
  - ii. Any vacancies may be filled from retained applications, or through additional advertising.
- d) Council may consider and subsequently approve any board and committee public Member annual appointments, as recommended by the ARC.
- e) Following Council approval, applicants shall be advised of their appointment in writing by the Legislative Services Department.
- f) Board and committee Members shall be appointed for 3 year terms, unless determined elsewhere, or otherwise approved by Council.
- g) If not restricted by legislation, Council may appoint Members to fill board or committee vacancies for terms which are incomplete, due to resignation or removal.
- h) Council may remove a Member appointment from a board or committee by resolution, for any reason they deem appropriate.
- i) The Legislative Services Department maintains a current record of all municipal board and committee appointments and details of their terms.

**4.3 Chair:**

- a) The Chair shall endeavor to ensure that board and committee Members are fairly and appropriately engaged in meetings and related events.
- b) The Chair of a municipal board or committee shall not be a Council Member.

**5 PECUNIARY INTEREST**

- 5.1 Board and committee Members have a pecuniary interest if:

- a) a matter could monetarily affect the Member or an employer of the Member;  
or
- b) the Member knows or should know that the matter could monetarily affect the Member's family.

5.2 A board or committee Member who believes they have or could have a pecuniary interest in any matter presented at a meeting, shall:

- a) Declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter;
- b) Abstain from discussions or voting on any question relating to the matter; and
- c) Remove themselves from the meeting venue until the matter is concluded.

5.3 The minutes shall indicate the Member's declaration, the nature of the pecuniary interest, the time at which the Member left the room, and the time which the Member returned.

## **6 EVALUATION**

6.1 Individual boards and committees shall utilize the Municipal Board and Committee Evaluation Checklist (Schedule "B") to determine the effectiveness of the board or committee, established by Council.

6.2 Evaluation shall occur annually, at the end of each board or committee mandate, or as determined by Council.

## **7 RECOGNITION OF PUBLIC MEMBERS**

7.1 On behalf of Council, the Mayor shall prepare a letter of appreciation for board and committee Members following the:

- a) expiration of term of service;
- b) resignation after a minimum of 12 months' service; or
- c) resignation due to employment or health changes.

## **8 MEETINGS**

8.1 Meetings of the boards or committees shall be scheduled as determined by their Terms of Reference, bylaw, resolution, and/or as otherwise scheduled by the board or committee.

- 8.2 All board or committee meetings shall be open to the public, unless the topic falls under the Exceptions to Disclosure in the *Freedom of Information and Protection of Privacy Act*.
- 8.3 Before a meeting or part of a meeting is closed to the public (in-camera), the board or committee shall state:
- a) that the board or committee will be meeting in-camera;
  - b) the basis under which the meeting will be held in-camera, as defined by legislation; and
  - c) a vote must be held to move in-camera, and a separate vote shall be held to return to the public meeting.

**9 REPORTING PROCEDURES**

- 9.1 A board or committee shall report annually to Council on:
- a) a proposed work/strategic plan;
  - b) matters referred to them by Council;
  - c) when approval is required for a specific action or initiative; or
  - d) matters requested by Council.
- 9.2 Any advisory board or committee shall report to Council through the Chair, or designate.
- 9.3 Any sub-committee struck by a board or committee shall report to Council through the board or committee.

**SCHEDULE “A”**

**Criteria for Creating a Municipal Board or Committee for Council:**

1. Will the mandate of this board or committee be to look into a specific issue or oversee an ongoing issue? *(This will help determine if Council should create a board, committee, or a single purpose task force, defined as a body appointed by Council to study or work on a specific project or problem facing Council. Normally, task forces have a set mandate and term and are disbanded once the task has been completed. Task forces can consist of representation from both Council and the public.)*

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2. Will this board or committee help, advise, instruct, or exercise any responsibility for or authority over any aspect of the organization that has already been delegated to Administration? If so, then what will Council hold the City Manager accountable for in this regard?

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3. Has Council developed a clear mandate for the board or committee, and has criteria been established for how and what it will report to Council?

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4. Will the mandate of this board or committee assist Council in parts of its own Strategic Plan, goals, or responsibilities?

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5. Has Council established what specific resources will be required by this board or committee, and are they available to be committed?  
*(This will include resources such as Staff Liaison and support, appropriate budget, and sufficient timelines to properly investigate the objectives.)*

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**SCHEDULE "B"**

**Municipal Board and Committee Evaluation Checklist:**

1. Is the mandate of the board or committee still relevant or has the original mandate and/or the need for the board or committee changed?

Still relevant \_\_\_\_\_ Mandate has changed \_\_\_\_\_

If the mandate has changed what should the new mandate be?

\_\_\_\_\_

2. Has the board or committee mandate been fulfilled?

Fulfilled \_\_\_\_\_ Not Fulfilled \_\_\_\_\_

If not, is there any reason why the board or committee should continue to exist?

\_\_\_\_\_

3. What is the recommendation of the Staff Liaison pertaining to the overall mandate and functioning of the board or committee?

\_\_\_\_\_

4. Has the board or committee reported its progress throughout the year?

\_\_\_\_\_

5. Has the board or committee conducted itself in the manner expected?

\_\_\_\_\_

6. Are the Members of the board or committee still considered the right fit, or does the membership need to change?

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7. What additional term is required for this board or committee to complete its mandate?

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**City of Fort Saskatchewan**  
**Application Review Committee for Municipal Boards & Committees**  
**Terms of Reference**

**1. Purpose**

- 1.1 The purpose of the Application Review Committee (ARC) is to provide recommendations on the appointments of public members to the City of Fort Saskatchewan's municipal boards and committees.

**2. Roles & Responsibilities**

- 2.1 The ARC shall:
- a) conduct interviews for the City's municipal boards and committees;
  - b) provide public appointment recommendations annually to Council in December for approval, or as required to fill board and committee vacancies; and
  - c) provide perspective and input during the interview process.
- 2.2 The ARC shall adhere to the provisions within this Terms of Reference, as well as the Municipal Boards and Committees Policy and Procedure GOV-007-C.

**3. Membership**

- 3.1 The Committee membership shall include:
- a) One or more Council members appointed annually at Council's organizational meeting;
  - b) A Chair or designate from the applicable board or committee; and
  - c) The Staff Liaison for the applicable board or committee.
- 3.2 The ARC may recommend membership changes as deemed necessary, which must be approved by Council.

#### **4. Decision Making**

- 4.1 Decisions of the ARC shall be made through group discussion, with a goal to obtain consensus.
- 4.2 The ARC shall consider the following when making decisions:
  - a) skill set of the applicant in relation to the needs of the board or committee;
  - b) applicant competency;
  - c) fit of the applicant for the board or committee;
  - d) availability to attend board or committee meetings and events; and
  - e) the applicant's prior service on the board or committee.
- 4.3 Consensus may be defined as the ability of the group to collaborate with a common goal of selecting the best candidate to fill a vacancy on a municipal board or committee.

#### **5. Administrative Support**

- 5.1 The Legislative Services Department shall provide administrative support for the application selection and interview process.

#### **6. Interviews**

- 6.1 The ARC will meet up to 3 times per year, or as required to conduct interviews for public member vacancies.
- 6.2 Due to the membership size of the ARC, the Legislative Services Department shall make every effort to schedule the interviews to accommodate all members' schedules.