



# POLICY MANUAL

<b>Legal References:</b>	<b>Policy department:</b> Legislative Services
<b>Cross References:</b>	<b>Policy Number:</b> B30
<b>Adoption Date:</b> <ul style="list-style-type: none"><li>February 24, 2020 - #CM20200224.036</li></ul> <b>Revision Date:</b>	<b>Policy Title:</b> Public Appointments to Boards and Committees
	<b>Review Date:</b> In accordance with Policy B20 – Mandatory Review of Policies

## POLICY PURPOSE:

To establish eligibility criteria and guidelines for public appointments to County Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

## DEFINITIONS:

“Boards and Committees” means any committee, board, commission or other body established by Council.

“Organizational Meeting” means the Meeting held annually not later than 2 weeks after the 3<sup>rd</sup> Monday in October at which appointments are made to County Boards and Committees.

“Public” means a member of the public who is a resident of the County of Grande Prairie, a resident of a participating municipality in the case of joint boards or committees, or otherwise eligible to sit on a County board or committee.

“Resident” means a member of the public whose current and primary residence is within the County of Grande Prairie or within a participating municipality in the case of joint boards or committees.



## **POLICY STATEMENT AND GUIDELINES:**

The County of Grande Prairie values public engagement. Involving public in committees strengthens the sense of community and encourages public involvement.

### **Eligibility**

1. Board and Committee members shall:
  - a. Be 18 years of age at the time of appointment;
  - b. Be a current resident and/or ratepayer of the County unless the terms of reference or bylaw for the applicable committee allow otherwise;
  - c. Not be an employee of the County;
  - d. Not be in arrears to the County;
  - e. Not be in litigation with the County;
  - f. Not have any current or outstanding compliance order issued by the County against them;
  - g. Not have been found by a court to be mentally incompetent or of unsound mind;
  - h. Not have been convicted of an indictable offence or a criminal offence involving fraud;
  - i. Be removed from the Board or Committee if the member becomes an employee of the County or ceases to be a County of Grande Prairie resident, unless the terms of reference or bylaw of the applicable committee allow otherwise; and
  - j. Be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of board or committee members.

### **Appointments**

2. This policy applies to all public appointments to County Boards and Committees as outlined in Schedule B “Boards and Committees with Public Members”.
3. Public appointments to eligible Boards and Committees shall be on the basis of public advertisement inviting applications from residents or other eligible persons for the appointments. Applications are to be submitted to Council for consideration and appointment.
4. Public advertisement will take place prior to the annual Organizational Meeting and Council shall approve all public appointments to Boards and Committees at the annual Organizational Meeting. If a vacancy occurs prior to the end of a term, advertisement and appointment of a new member may take place before the annual Organizational Meeting.
5. When a Committee or Board’s terms of reference or bylaw allows for members that are not a resident or ratepayer of the County, preference will be given to County residents.



## Responsibilities

6. Individuals appointed to a Committee must:
  - a. As part of the condition of accepting an appointment agree to abide by the mandate, objectives and terms of reference of the Committee or Board; and
  - b. Comply and conduct themselves in accordance with the County's Procedural Bylaw and the Board Member Code of Conduct (Schedule C).

## Breaches of Board Member Code of Conduct

7. Any allegations or breach of the Board Member Code of Conduct shall be made in writing, dated, set out the grounds for the allegation and be signed by the person making it and shall contain all of the facts available at the time it is made.
8. Written allegation of breach of the Board Member Code of Conduct shall be delivered or directed to the Chief Administrative Officer in a confidential manner.
9. A complaint under this section may be made by:
  - a. Council Members;
  - b. Board and/or Committee Members;
  - c. The Chief Administrative Officer;
  - d. Municipal Employee; or
  - e. The Public
10. The Chief Administrative Officer shall forward all complaints to the applicable Board or Committee "in confidence" including the Board or Committee Member(s) about whom the complaint is made.
11. The Board or Committee Member who is subject of the complaint is to provide a written response to the complaint, to be provided to the Chief Administrative Officer.
12. The Chief Administrative Officer or designate shall investigate the matter and present the findings to the Board or Committee, excluding the Board or Committee Member concerned, in a closed meeting.
13. The Board or Committee may determine:
  - a. That there has been no contravention of the Board Member Code of Conduct;
  - b. That a contravention occurred although the member took all reasonable measures to prevent it;
  - c. That a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith; or
  - d. That the member has contravened the Board Member Code of Conduct.



14. The findings and determination of the Board or Committee shall be presented to Council by the Chair, in a closed meeting. If Council determines that the Board or Committee Member(s) concerned has breached a provision of the Board Member Code of Conduct, it may in decide the sanctions to be imposed including, but not limited to, suspension or termination of appointment to the Board or Committee.
15. The Board or Committee Member shall be advised in writing of the decision.

### **Length of Appointments**

16. Unless otherwise provided for by bylaw or terms of reference, all appointments shall be for a three-year term, commencing on the date of appointment at the Organizational Meeting.
17. If a vacancy occurs and an appointment is made mid-term, the term will be for the duration of the original three-year term for the vacant position.
18. Members may be re-appointed, upon application, for a consecutive term as determined by Council and/or subject to the limits contained within applicable legislation, bylaw or terms of reference.

### **Deemed Resignation**

19. Members who miss three consecutive meetings without explanation and authorization will be deemed to have resigned from that Committee or Board.

### **ROLES AND RESPONSIBILITIES:**

**Council** is responsible for considering applications and appointing public members to County Boards and Committees.

**Chief Administrative Officer or Designate** is responsible to review applications to determine eligibility, to bring eligible applications forward for Council's consideration and to facilitate the investigation of any allegations of breaches of the Board Member Code of Conduct.

### **COMPLIANCE**

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP), the County of Grande Prairie's Records Management Policy and any other applicable legislation, regulation or act.

Non-compliance of County policies may lead to disciplinary action up to and including termination of employment.



## **POLICY AUTHORITY:**

The Chief Administrative Officer has the authority to amend the related Schedules of Policy B30 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

## **ATTACHMENTS:**

Schedule "A" – Application for Public Member to Boards and Committees

Schedule "B" – Boards and Committees with Public Members

Schedule "C" – Board Member Code of Conduct

Schedule A – Application for Public Member to Boards and Committees



County of Grande Prairie Boards and Committees  
Public Member Application

The Personal Information on this form is being collected under authority of Section 33 of the Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility of an applicant to serve as a member of a Board or Committee of the County of Grande Prairie and will be shared with Council and Administration.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you available to attend meetings scheduled during daytime business hours?

The County of Grande Prairie has the following Boards and Committees that require public members. Please check the Board/Committee that you are interested in serving on:

- Agricultural Service Board
- Municipal Planning Commission
- Family & Community Support Services (FCSS) Advisory Board
- County Library Board
- County – Sexsmith – La Glace – Teepee Creek Recreation Board
- County – Clairmont – Bezanson Recreation Board
- County – Beaverlodge – Elmworth – Huallen Recreation Board
- County – Wembley – Dimsdale – Saskatoon Lake Recreation Board
- County – Hythe – Demmitt – Valhalla Recreation Board
- County – Grande Prairie
- Intermunicipal Subdivision and Development Appeal Board
- Joint Local and Composite Assessment Review Board
- Weed Notice Appeal Board

\*An application must be submitted for each Board/Committee position.

Please explain your interest in applying for a position on a County of Grande Prairie Board/Committee.

If you require more space, please attach a separate sheet.



Education:

If you require more space, please attach a separate sheet.

Please detail any experience you have serving on Boards, Committees, or in any relevant organizations.

If you require more space, please attach a separate sheet.

Any other relevant skills or experience/qualifications that will make you suitable to serve on this Board/Committee?

If you require more space, please attach a separate sheet.

Should you be chosen as a member of the County of Grande Prairie Board/Committee, your name and contact information may be released to the general public. Please authorize the release of this information and specify what information can be made public:

I authorize the release of the following identifying and contact information:

- My Name
- My email address
- My phone number

Applicant Signature: \_\_\_\_\_

(A typed name on an electronically submitted form constitutes a signature for the purposes of this application.)

Date of Application: \_\_\_\_\_

Please return by email or in person to:  
Legislative Services  
County of Grande Prairie No. 1  
[legislativeservices@countypg.ab.ca](mailto:legislativeservices@countypg.ab.ca)

I understand that checking this box confirms I meet the eligibility requirements and that the information provided is accurate.



## Schedule B – Boards and Committees with Public Members

Board or Committee	# of Public Members
Agricultural Service Board	3
Family and Community Support Services (FCSS)	N/A
Municipal Planning Commission	N/A
County Library Board	5
County – Sexsmith – La Glace – Teepee Creek Recreation Board	4
County – Clairmont – Bezanson Recreation Board	5
County – Beaverlodge – Elmworth – Huallen Recreation Board	4
County – Wembley – Dimsdale – Saskatoon Lake Recreation Board	4
County – Hythe – Demmitt – Valhalla Recreation Board	4
County – Grande Prairie Recreation Board	4
Intermunicipal Subdivision and Development Appeal Board	5
Joint Local and Composite Assessment Review Board	5
Weed Notice Appeal Board	5

\*The number of public members appointed to Boards and Committees is determined by individual Board and Committee Bylaws, Terms of Reference or County of Grande Prairie Policies.





## Schedule C – Board Member Code of Conduct

This Code of Conduct applies to all Board and Committee Members appointed to a County of Grande Prairie Board or Committee. Board Members are expected to act honestly and in good faith, and in a professional and ethical manner. Board and Committee members are accountable for their conduct.

1. Members of County Boards and Committees will:
  - a. Familiarize themselves with their own bylaw and other documents governing their activities;
  - b. Participate in training sessions;
  - c. Review relevant materials for effective participation in meetings and attend scheduled meetings;
  - d. Contribute constructively and professionally to meet the Board or Committee's objectives;
  - e. Avoid conflicts of interest and adhere to applicable conflict of interest and code of ethics provisions; and
  - f. Advise the Chair of violations of ethical rules or potential conflicts of interest;
  - g. Perform their duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - h. Act honestly and, in good faith, serve the welfare and interests of the County as a whole;
  - i. Perform their duties in office in a manner that promotes public confidence;
  - j. Conduct themselves in a respectful and professional manner and make every effort to participate diligently in meetings;
  - k. Treat fellow Board Members, Councillors, County staff, residents, visitors and all other parties which they interact with in the process of carrying out their duties with respect, professionalism, courtesy and dignity and without abuse, bullying or intimidation;
  - l. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;
  - m. Uphold the County's vision and values as outlined in the Strategic Plan.



2. Members of County Boards and Committees shall not:

- a. Involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
- b. Use, or attempt to use, their authority to influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the County with the intent of interfering in the employee's duties;
- c. Use indecent, abusive, or insulting words or expression towards another Board Member, any employee of the County or any member of the public;
- d. Use the influence of the Board Member's position for any purpose other than for the exercise of the Board Member's official duties.

I, \_\_\_\_\_ hereby acknowledge that I have read and understood the Board Member Code of Conduct and agree to follow the terms above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date