



## Citizen At Large Board Member Selection

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**Date Approved by Council:** November 27, 2017

**Resolution No.:** 223/11/17/SP

**Effective Date:** November 27, 2017

**Last Review:** NEW

**Future Review Date:** 2022

**Authority:** Council

**Responsibility:** Legislative Services

**Replaces:** Board Member Selection Policy - Resolution: 138/04/10/SP

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**1.0 Purpose:** To establish a consistent process for selection and approval of new and returning citizen at large members of all Council appointed boards and committees; and

Define the process and guideline for other boards and committees developed on an ad hoc basis from Council.

Current boards and committees adhering to this policy include, but are not limited to:

- Cultural Roundtable
- Family and Community Support Services Board
- Municipal Planning Commission
- Stony Plain Public Library Board
- Subdivision and Development Appeal Board
- Tri Municipal Leisure Facility Corporation Board
- Council Compensation Review Committee

**2.0 Scope:** This policy will provide for the necessary steps for citizens to engage in a Council appointed board or committee.

**3.0 Objectives:** To establish roles and responsibilities prior to and throughout the selection process so that effective management of the Citizen At Large Board Appointments are efficient and effective.

#### **4.0 Statement:**

Public participation to various boards and committees is an integral component of a well-rounded community engagement. Council receives recommendations and input from the boards and committees for the Town based on identified needs.

#### **5.0 Standards:**

##### Roles and Responsibilities:

#### **1. Council will:**

- a. Approve this policy and any changes to this policy.
- b. Make appointments and re-appointments of members after considering recommendations by the board administration associated with the boards/committees.

#### **2. Administration will:**

- a. Coordinate appointments to boards/committees including:
  - i. prepare letters for the Mayor to send to all current members of the boards/committees that are eligible for re-appointment asking whether or not that member wishes to be re-appointed;
  - ii. advertisement: utilization of multimedia accounts to reach potential candidates;
  - iii. provide application and eligibility requirements to individuals who wish to apply for appointment as new or returning members;
  - iv. provide all documents the board/committee administration may require to facilitate the selection process;
  - v. prepare the appointment report for Council outlining the board administration appointment recommendations;
  - vi. prepare letters for the Mayor to send to all applicants concerning the status of their application; and
  - vii. advise the board/committee administration and the board/committee chair of appointments and re-appointments made by Council;
- b. maintain all records pertaining to appointments to Council appointed boards/committees; and
- c. coordinate Council recognition presentation.

**3. Board Administration will:**

- a. direct administration to recommend to Council appointments and re-appointments to boards/committees, including appointments required to fill vacant positions;
- b. consult with the current board/committee (which may be represented by the chair of the board, all current board members, or a subcommittee of the current board);
- c. identify the skills, specific board knowledge, experience, training, and other characteristics required of the board/committee position during the coming term of appointment;
- d. conduct interviews for member and chair positions; and
- e. make administration aware of issues or concerns in respect to appointments/re-appointments

**6.0 Policy Review:** This policy shall be reviewed by administration every 5 years with changes being recommended to Council for approval.

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