



C-CO-069

Board and Committee Member Appointments

Authority: Council

Effective Date: September 8, 2025

Date Approved by Council: September 8, 2025

Resolution No.: 176/09/25/SP

Future Review Date: 2029

Responsibility: Legislative Services

References: *Municipal Government Act*, RSA 2000, c. M-26

Replaces: No Prior Policy

1.0 Purpose: This policy establishes the process for appointing Council Members to Agencies, Boards, and Committees.

2.0 Scope: This policy applies to the appointment of members of Council to Council-appointed committees and external agencies, boards and committees.

3.0 Definitions:

CAO: means the Chief Administrative Officer for the Town of Stony Plain or designate.

Committee: means an agency, board, committee, commission, or other body which requires Council appointment and/or membership through the Town's membership and obligations.

Council: means the Council of the Town of Stony Plain.

Members: means members of Council who are appointed to Committees by Council at the annual organizational meeting, or as required throughout the year.

Town: means the Town of Stony Plain.

4.0 Statement: Council recognizes that participation in Committee meetings, and meetings of both Council-appointed and other bodies to which Councillors are appointed by Council, is an important part of Council's governance model.

5.0 Standards:

General

- 5.1 Members have dual roles when appointed to Committees. While acting in the capacity of a Committee Member, consideration for the goals of the committee is required while ensuring adherence to the obligations of the Municipal Government Act. For appointments to statutory committees, specific duties and obligations may apply.
- 5.2 Members are encouraged to conduct themselves in a professional manner with dignity and make every effort to participate diligently in Committee meetings to which they are appointed.
- 5.3 Members shall provide Committee information and updates to Council and the CAO, as required.

Appointment Process

- 5.4 The appointment of Members to Committees shall occur at the annual organizational meeting of Council unless a situation arises that requires an appointment mid-year.
- 5.5 Prior to the annual organizational meeting of Council, the Mayor shall consult with individual Council members to determine each Council member's interest and availability to serve on the various Committees. The Mayor has discretion over the form of this consultation, including mid-year appointment consultation.
- 5.6 Upon consulting with Council members, the Mayor shall provide to the CAO a recommended list of Member appointments in consideration of, but not limited to, the following:
 - 5.6.1 Council members' availability to attend meetings based on the established meeting schedule of each Committee.
 - 5.6.2 Demonstrated interest or expertise in a particular area(s).
 - 5.6.3 The opportunity for increased learning opportunities and exposure to various Committees.
 - 5.6.4 Reappointing members in the interest of continuity, complexity, and organizational history.
 - 5.6.5 Additional compensation provided by the Committee.
- 5.7 Appointments shall occur by way of Council resolution, with a single resolution approving all Member appointments.

6.0 Roles and Responsibilities

- 6.1 Mayor:
 - a) Consult with members of Council to recommend appointment of Members to Committees in accordance with this policy.

- b) Provide the recommended appointment list to the CAO to include in the agenda package for the organizational meeting or regular meeting of Council.

6.2 Council Members:

- a) Respond diligently and fully to the Mayor in the Member appointment process.
- b) Be prepared to attend scheduled meetings and participate fully in the Committees they are appointed to.
- c) Notify the Town's alternate representative of meeting attendance requirements when the Member requires the alternate to attend on their behalf.
- d) Report on the Committee's activities, as directed by the Mayor.

6.3 Council:

- a) Approve the appointment of Council members to Committees in accordance with this policy.

6.4 CAO:

- a) Provide support to the Mayor in fulfilling the requirements of this policy.
- b) Present a list of recommended appointments of Members to Committees at the annual organizational meeting of Council.
- c) Bring to Council's attention the need to appoint Members mid-year.
- d) Once the Member appointments are approved by Council, notify Committees as soon as practicable.

7.0 Policy Review: This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.